

Retail™ PROFESSIONAL

User Reference Manual Retail 7



Innovation. Intelligence. Integrity.
Software Solutions and IT Services for Grocery Supermarkets

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Introduction

The introduction of the technical document follows:

Intended Audience

This document is intended to provide the reader with a technical overview of the RETAIL™ system developed by IT RETAIL, INC. This document is geared towards information technology professionals who wish to gain an in-depth understanding of the technical foundation supporting the RETAIL™ system.

Purpose of Document

The purpose of this document is to help the reader gain a technical perspective of RETAIL™. IT RETAIL, INC. has endeavored to provide a document that allows the reader to gain an insight into then RETAIL™ system.

This document contains the following:

- Functional Overview Diagrams
- Technical Overview Diagrams
- Data Flow Diagrams for key system processes
- Entity Relationship Diagram
- Database Schemas
- Object Definitions (Classes) Used by RETAIL™
- Programming Standards

Guidelines for Use

In order to help you locate information quickly, this document is organized in the following sections:

- Overall Functional Overview - provides a functional and technical overview of the system.
- Database Overview - provides entity relationships, data model, definition of stored procedures, and schema of database in RETAIL™.
- System Flows - provides data flows of key processes contained in the system.
- Programming Reference - provides programming standards and DLL documentation.

This document should be used in conjunction with other documentation available for RETAIL™, which includes User Reference Manuals and Installation Manuals.

Overall Functional Overview

Introduction

RETAIL™ consists of three main modules – **Front End**, **Back End**, and **Wireless**. The **Functional Overview** diagrams contained in the following pages provides an overview of the functions supported by RETAIL™. The functions supported by the Front End, Back End, and Wireless modules are as follows:

Front End

- **Customer Purchases:** Captures the register transactions for customer orders.
- **Register Management:** Complete management functions at the register including cash loan-ins, cash pick-up, running register reports (for example, till status, list of checks), overriding a check, media swaps, adding customers, adding products, and setting up the register in training mode.
- **Interface to critical devices:** Support of the receipt printer, cash drawer, scanner/scale, and ATM/Credit Card Pin Pad are some of the critical devices that are interfaced from RETAIL™.

Back End

- **Store Management:** Manage customers, employees, and products; complete product price changes; import price changes from a wholesaler; manage purchase orders, and invoices; monitor and manage tills; complete safe balancing; manage bank deposits.
- **Store Trends:** Analyze store sales by department, product, group of products or customer for a given time period; track product movement for a given time period filter data to analyze specific areas.
- **Personnel Management:** Set up employee data; monitor checkstands as orders are processed from the Back End system; review till statistics and balancing; review Front End service levels for each checker; review register productivity for a given time period; review transactions by salesperson.
- **System Administration:** Set up tenders, set up departments, sections and vendors; set up system security; complete the store close process; set up system limits; set up store information (for example, company name, receipt banners).

Wireless

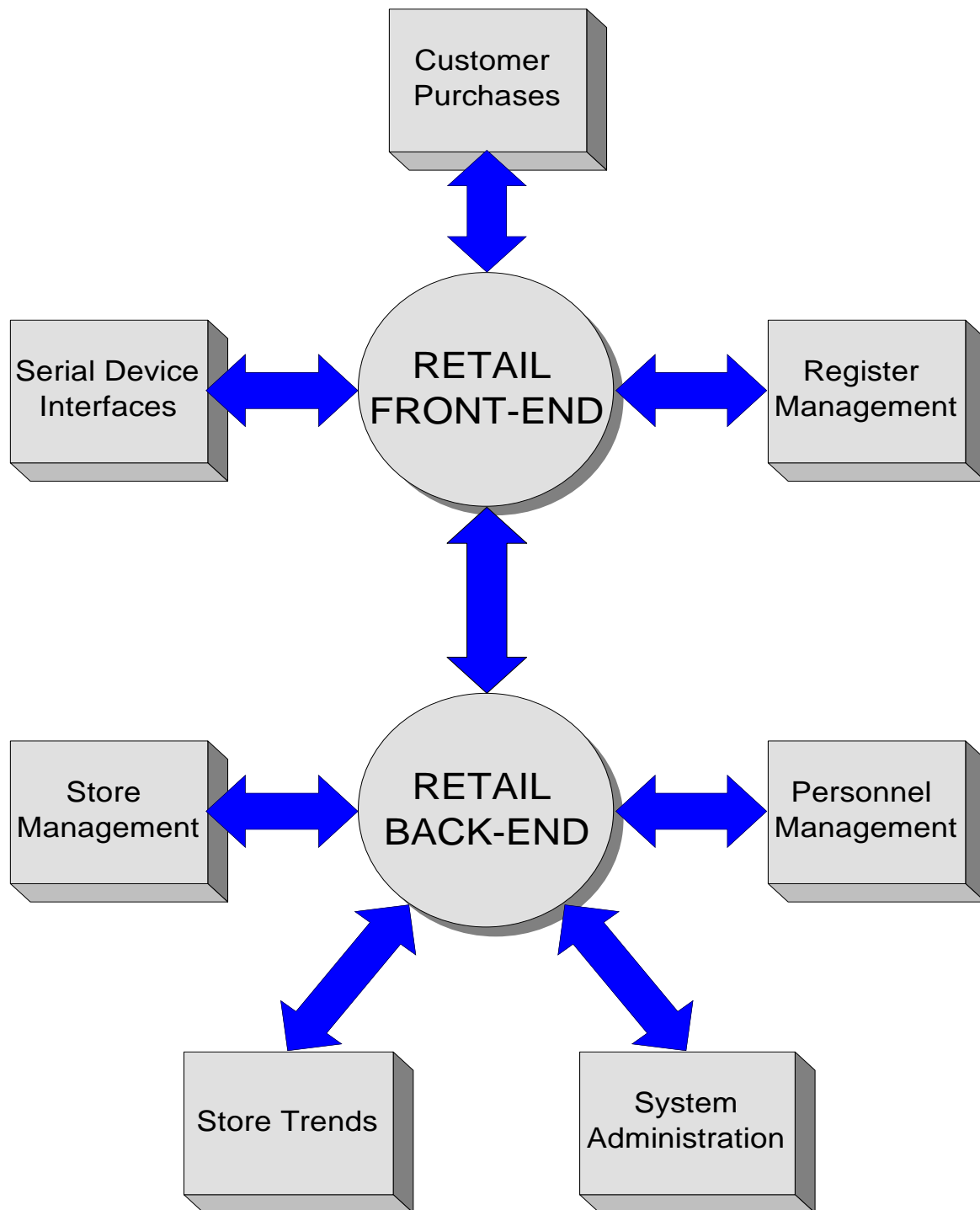
- **Wireless Functions:** Shelf Audit, Inventory Count, DSD receiving, and Ordering.

The **Technical Overview** diagram, which follows the functional overview diagrams, gives a high level overview of the technical composition of RETAIL™. RETAIL™ is a client-server based system developed using Microsoft® development tools. The Front End and Back End modules were developed using Microsoft® Visual Basic version 6.0. The database system supporting both modules is Microsoft® SQL Server.

The diagram shows the interfaces supporting both modules. The following table gives a brief description of each interface:

Interface	Module	Description
Scanner/ Scale	Front End	Product scanning and weighing
Printer	Front End	Prints customer receipts and register reports
Other Serial Devices	Front End	Other devices (for example, gas pump)
ATM/Credit Card	Credit/Debit	ATM, credit card and EBT transactions
Wholesaler Cost Changes	Back End	Download of product changes from a wholesaler (this is supported by your reseller)
RETAIL™ Wireless	Back End	Wireless functions including Shelf Audit, Inventory Count, DSD, Purchase Order

High Level Functional Overview Diagram



Front-End Functional Overview

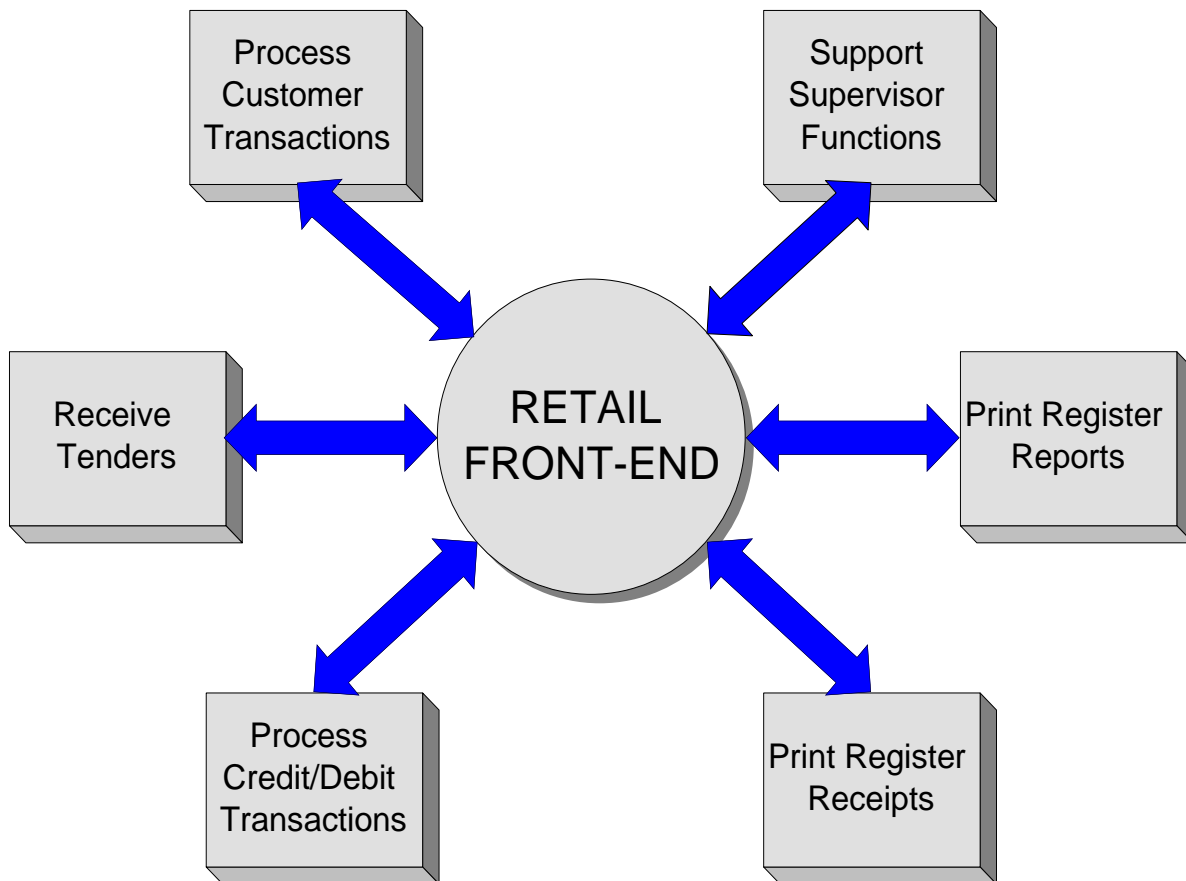
Introduction

This section of the manual will describe the Front End module in detail. As pictured in the Front End functional overview diagram, the Front End module supports the following functions:

- Process Customer Transactions
- Receive Tenders
- Process Credit/Debit Transactions
- Support Supervisor Functions
- Print Checkstand Reports
- Print Checkstand Receipts

Following the Front End functional overview diagram is a “How To...” section, which contains detailed instructions on how to perform certain functions using the Front End module. This will provide the reader with a good understanding of how to perform certain critical functions within RETAIL™.

Functional Overview Diagram



Front End Functions - How to ...

Introduction

This section of the manual is an overview of the Front End portion of the RETAIL™ system. The areas covered in this section include:

- *Signing On*
- *Main Checkstand Screen/Receipt*
- *POS Configuration*
- *Security Features*
- *Keyboard Use*
- *Transaction Discounts*
- *Customer Processing*
- *Checkstand Functions*
- *Manager Functions*
- *Loading Pictures and Videos*
- *Retail System Manager*
- *Credit/Debit Processing*

Important Note: *If you plan on using the RETAIL™ Credit/Debit module to process credit and/or debit cards, you need to ensure that it is running all the time while you are processing Checkstand transactions. Refer to the **Credit/Debit Processing** section found later in this manual.*

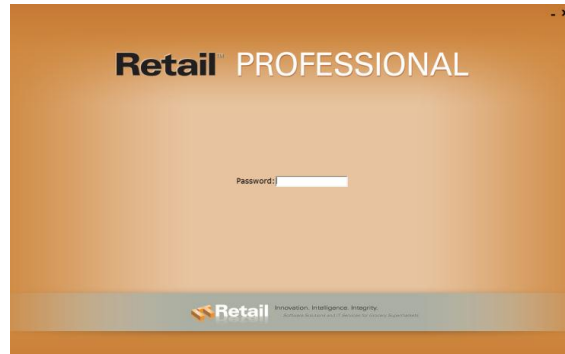
Important Note: *Use of a mouse is not required to use the Front End. Use of the tab, enter and arrow keys are permitted to maneuver through fields and buttons on the forms.*

Signing On

Double-click on the RETAIL™ Professional Icon to sign-on to the RETAIL™ Front End module.

The Splash form will then display.

While this form is displayed, the system is initializing itself and checking to make sure it can connect to the server. If any problems occur, messages will be displayed. Once the system has completed its initialization, the Front End desktop form will display. To log-on to the Front End, type your password in the box.



If you are using touch screen, touch in the Password box to open the touch pad. Enter the password and press OK or Enter.

Employees are setup using the **Employee Maintenance** function and are assigned a Cashier Password.

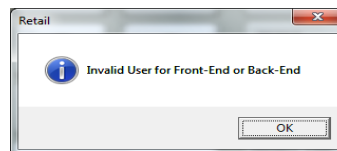


Note: To enable the prompt for a User Name, change the Ros.ini file to UseUserName=1. This setting requires a User Name along with a Password.

When signing-off, RETAIL™ can also prompt for a password (optional). The password entered must have a high enough security to sign-off of the system. The security level assigned to the sign-off function (MGSO) is entered in the Security Administration function in the Back End.



If the password is not valid, the system will display an error message. Clear the error message by clicking on the **OK** button and try again.



Main Checkstand Form/Receipt

Main Checkstand Form

Upon verification of your password, the system will now display the Main Checkstand form. The Front End module is now ready to accept Checkstand transactions. As you enter transactions, they will be displayed on the Checkstand form as depicted to the right. The **Command Line** of the Main Checkstand form is where RETAIL™ transaction codes can be Typed through the keyboard to process a customer order (refer to the **Keyboard Use** topic for more information). The **Processing Date** for the transaction is displayed in the lower right hand corner. This date will be the same as the current date (displayed at the bottom of the form) unless you are operating a 24-hour store.

Thank You	
Mrs Smith	
CC #: 10	
Tennis Shoes	9.99 T
Store Coupons Applied	
1 @ 2.00	
PS Tennis Shoes	-2.00
Milk	3.22 TFA
* You Saved \$0.78	
Milk	-3.22 VD
TAX 0.48	TOTAL 8.47
SAVINGS \$2.00	
TOTAL: \$8.47	
30 X 0.01lbs.	
Jennifer A. Item Count: 1 FoodstampTotal: \$0.00 12/11/2006 11:46 AM	

Note: RETAIL 7™ offers three different screen modes. Please see the Installation Guide for more details.

As you can see on the form, a lot of information related to a customer order is displayed. The receipt header information setup through the Receipt Banners function is displayed at the top of the form followed by the transaction lines. The main Checkstand form can display up to 12 transaction lines. The transaction lines are color-coded for ease of identification. Voided transactions or refunded items are displayed in red. Transactions related to items that are an advertised special (special pricing in effect) are displayed in green.

Main Checkstand Form (continued)

The transaction line displays the following information, which can be configured through the **POS Information** function:

- Product description
- UPC
- Transaction amount
- Up to 2 tax schedules for the product (entered on the Tax tab of the POS Information function) or 1 tax schedule and the discount category for the product (A or B or C (if A and B selected for the product)) – discount category will print after the Foodstamp Eligibility
- Foodstamp Eligibility for the product. Displays as “F”

The bottom portion of the Checkstand form also displays the weight for a weighted item, a running total of the customer's savings, a running total for the order and a running total of the number of items purchased. The name of the employee signed-on to the system is displayed on the top of the Checkstand form. Options are available through the **POS Information** function to display/not display these items. (Refer to the **POS Configuration** topic in this section).

Important Note: if there is a problem with the software license file (RETAIL.lic), the licensee name from the license file will print in lieu of the receipt header information. Contact your solution provider if there is a problem with the license.

Stand-Alone Mode

If the system is unable to communicate or connect to the server, the Checkstand will automatically shift into stand-alone mode. An indication will display in the lower left hand corner of the form when the system is in stand-alone. While in stand-alone mode, transactions will be written to the local database on the Checkstand machine.

Certain processes will not function in stand-alone mode including:

Certain Manager functions. A message will be displayed informing the user that the function is not available.

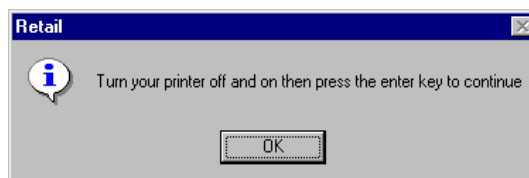
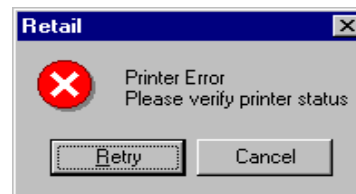
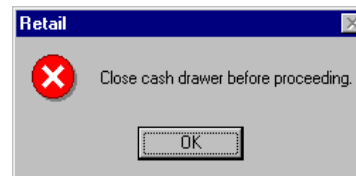
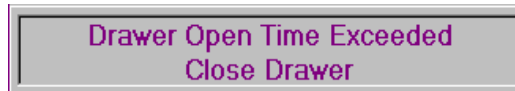
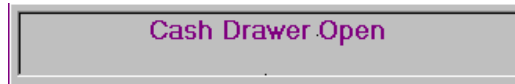
Retail		
Goodwin's Market Thank You		
Cinnamon Raisin Swirl	4.40	FA
30 X 0.01lbs 0.00 lbs	SAVINGS: \$0.00	TOTAL: \$4.40
[StandAlone] -Greta G. (10/22/2007) Item Count: 1 10/22/2007 10:01 AM		

The system notifies the checkstands that the server is up when the **Notify Checkstands with Server Information** function is used on the Back End. The checkstands will then automatically come out of stand-alone mode and all of the transactions will be transferred to the server.

Cash Drawer/Printer Errors

Depending on your installation (if OPOS compliant – refer to the *RETAIL Installation Guide*), various messages may be displayed on the main Checkstand form related to the cash drawer and printer. These include:

- **Cash Drawer Open** – a message displays whenever the cash drawer is open
- **Cash Drawer Time Limit Exceeded** – a message will display and an alarm will sound if the cash drawer has been open longer than the time allowed through the POS Information function.
- **Force Cash Drawer Closed** – a message will display and an alarm will sound if the cash drawer must be closed prior to beginning a new order. One can configure and check this option through **POS Information** function.
- **Printer Error** – a printer error message will be displayed if the system is having difficulty printing. The system will check the status of the printer at the beginning of each transaction and when printing a till status or checklist.
- It may become necessary to reset the printer by turning it off and then on. The system will display an error message if this is needed.



Checkstand Receipt

The Checkstand receipt takes on the same characteristics as the Checkstand form. Items and messages printed on the receipt can be configured using the **POS Information** function (*Refer to the **POS Configuration** topic in this section*). In addition to the information displayed on the Checkstand form, the receipt contains the following information:

- Checkstand number, Employee number, Till number, and Transaction number - These fields are displayed on the date/time line of the Checkstand receipt.
- Cashier Name

Note: *Transaction numbers are reset on a daily basis. If there is a need to have transaction numbers be continuous over a period of days, this can be configured through the Continuous Transaction # option in the POS Information function (refer to the POS Configuration topic in this section). The transaction numbers will be continuous from one day to the next until a specific maximum is reached whereby the transaction numbers will then reset to 1.*

Receipt banners, trailers, saving messages, and tenders printed on the receipt can be changed through the POS Information function in the Back End. As well as content, certain properties (for example position – left; centered; right; Bold, Italic and font size) can be set for each receipt banner, trailer and other messages (for example: You Saved message) printed on the receipt.

A logo can be printed on the top of the receipt by completing the following:

- Set the **Print Receipt Logo** option to “Yes” through the **POS Information** function
- Save the image of the company logo in the logo.bmp file in the C:\Program Files\RETAIL\POS directory on each checkstand (*Note Microsoft® Paint can be used to edit the contents of this file*)

As transactions are processed, they are saved to the database. The **Electronic Journal** function in the Back End can then be used to re-print Checkstand transactions matching certain criteria. This is useful for analysis and audit trail purposes.

Signatures that have been captured when using credit cards by signing the pin-pad are also available for viewing and reprinting in Electronic Journal.

Customer receipts for electronic transactions are also available for viewing if signature capture is being used.

POS Configuration

Certain Checkstand features can be configured using the **POS Information** function in the Back End system. These include:

1. Printing of a logo on the receipt
2. Loan-in amounts for specific tenders
3. Layout of main Checkstand form (including fields displayed)
4. Prefixes used to identify Random Weight Items (002), Customer Card Numbers (004), and Manufacturer Coupons (005).
5. Contents and format of messages displayed on the Checkstand form and printed on the Checkstand receipt
6. Transaction limits on checks per day/week and data entry error checking
7. Coupon days, limits and multiple applied
8. Time limits – cash drawer open, clear screen, jumping to stand alone
9. Prompt displayed on credit card pin pad

Refer to the *POS Information* topic contained in the **Back End – Administration Maintenance** section of this manual for more information.

Security Features

Checkstand security features within RETAIL™ are powerful and easy to use. Detailed thought needs to be given on setting up and testing the security features prior to using the Checkstand in a “live” environment. Security can be configured at the following levels:

- Secured access by employee number and security level. Refer to the *Employee Maintenance* topic of the **Back End – Administration Maintenance** section of this manual.
- Transaction Key security including dollar limits by security level. Refer to the *Security Administration* topic of the **Back End – Administration Maintenance** section of this manual.
- Manager function security refers to the *Security Administration* topic of the **Back End – Administration Maintenance** section of this manual.
- Tender attributes and dollar limits refer to the *Tender Maintenance* topic of the **Back End – Administration Maintenance** section of this manual.

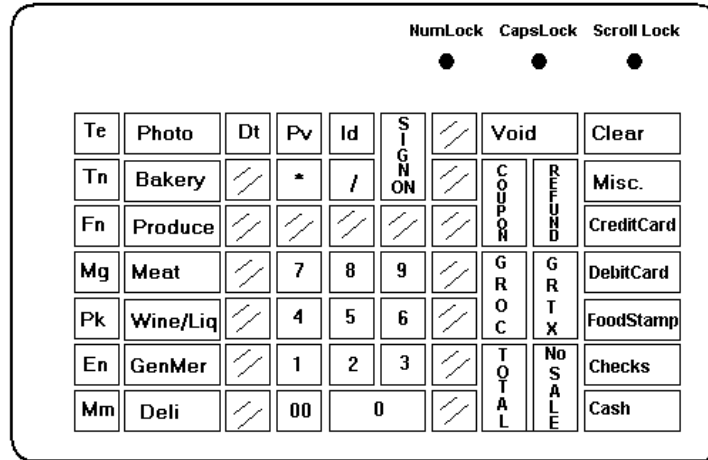
Keyboard Use

RETAIL™ will accept transaction codes from a programmed Point of Sales (POS) keyboard or by inputting the transaction codes directly on the command line of the main Checkstand form (refer to the main Checkstand form depicted earlier).

The following is a POS keyboard layout depicting a sample keyboard supporting a grocery store that has been programmed with the RETAIL™ commands. When a POS keyboard is programmed, there is no need to enter transaction codes. Pressing the programmed keys will do this for you. Refer to the commands supported by RETAIL™ in the Command Line Transaction Codes table below. Refer to the keyboard manufacturer's instructions in order to program your keyboard.

Keyboard Use (continued)

Note: The POS keyboard depicted is a POS Preh Keyboard.



Keyboard Use with Regular Keyboard

If you don't have a POS programmed keyboard, the transaction codes can be entered through a regular keyboard. The following table defines the transaction codes used within RETAIL™. These transaction codes can be typed in through a **regular** keyboard on the Main Checkstand form command line or programmed into a POS keyboard. For the examples included in the table the following data was used: UPC (product code) 28 and in most cases \$5.00 as the amount.

Note: Refer to the Checkstand Functions topic in this section for more information on these transaction codes.

Keyboard Use with Regular Keyboard (continued)

MAIN CHECKSTAND FORM - COMMAND LINE TRANSACTION CODES			
CODE	PARAMETERS AND KEYSTROKES	EXAMPLE	DESCRIPTION
AG	AG {ENTER}	AG {ENTER}	Age Verification The system will prompt for date of birth. Example 052575
CA	Tender Amount, CA {ENTER}	500CA {ENTER}	Cash Tender used to pay for the order.
CK	Tender Amount, CK {ENTER}	500CK {ENTER}	Check Tender used to pay for the order. The amount required is can be flagged off via the Tender Maintenance.
CL	CL {ENTER}	CL {ENTER}	Clear key to clear error code, products verify, and price verify windows as so on.
CM	CM {ENTER}	CM {ENTER}	Manual Electronic Tender used to pay for the order when the card cannot be swiped through the Pin Pad. Also used for Checks when bypassing Electronic Check Authorization (through WinEPS).
CN	CN {ENTER}	CN {ENTER}	Cancels the entire order.
CS	CS {ENTER}	CS {ENTER}	Customer search key.
CU	Currency ID, CU {ENTER}	1CU {ENTER}	Currency conversion key. Used to convert an amount into a foreign currency.
DA	Percentage, DA, {ENTER}	5.25DA {ENTER}	Applies discount to the entire order for all products categorized as "A". In the example, a 5 1/4% discount is applied to the order. Note that discounts are entered with a decimal point .
DB	Percentage, DB, {ENTER}	5.25DB {ENTER}	Applies discount to the entire order for all products categorized as "B". In the example, a 5 1/4% discount is applied to the order. Note that discounts are entered with a decimal point .
DG	DG{ENTER} or Amount DG{ENTER}	2000DG{ENTER}	DG{ENTER} is used to bring up options for using gift cards, for example, deactivate, re-load, view balance. {Amount} DG is used to initially activate or purchase the gift card.
DN	Amount, DN, UPC {ENTER}	100DN28 {ENTER}	Discount amount applied to a product. In the example, a \$1.00 discount is applied to product 28. Discount can also be entered for a section or department transaction.
DP	Amount, DP, Dept #, Sub Dept #, {ENTER}	500DP10 {ENTER}	Assigns dollar sales to a selected department. Example assigns five dollars to department 1 - main department. 0- sub-department.
DR	DR {ENTER}	DR {ENTER}	Discount removal. Removes any customer discount from the order.
DT	Percentage, DT, UPC {ENTER}	5.25DT28 {ENTER}	Discount percentage applied to product. In the example, a 5 1/4% discount is applied to the product 28. Note: discounts are entered with a decimal point . Discount can also be entered for a section or department transaction.
EB	EB{ENTER}	EB{ENTER}	Electronic Balance for EBT Food or Cash cards.
ET	ET {ENTER}	ET {ENTER}	Electronic Tender used to pay for the order for all Electronic Tenders
FA	FA {ENTER}	999FA{ENTER}	Used to tender Flex Spending Accounts.
FN	FN, UPC {ENTER}	FN28 {ENTER}	Food stamp / no Food stamp used to enable or disable the food stamp eligibility for a product.
FS	Tender Amount, FS {ENTER}	500FS {ENTER}	Food stamp Tender used to pay for the order.
ID	ID {ENTER}	ID {ENTER}	Customer identification key used to request the customer ID number for checks or to apply discounts. The system will prompt you to enter a customer ID. Customer IDs can also be scanned bypassing this step.
MC	MC, Coupon \$, Dept. {ENTER}	MC50DP10 {ENTER}	Coupon key to manually enter a manufacturer coupon. In the example, a 50-cent coupon is being applied to department 1- sub-dept. 0 (main dept.). Coupon usage is tracked to the Coupon tender (CP).
MG	MG {ENTER}	MG {ENTER}	Manager Function used to activate the supervisor window (will prompt for a supervisor password).
MM	Amount, MM, UPC {ENTER}	500MM28 {ENTER}	Manual Measure entered for a product that is sold in units of measure. The unit of measure is identified for the product in the product maintenance function. In the example, 5 lbs. of product 28 were sold.
MI	Tender Amount, MI {ENTER}	500MI {ENTER}	In Store charges tender used to pay for the order.
NS	NS {ENTER}	NS {ENTER}	No sale key used to open the cash drawer with no active transaction (will prompt for cashier/supervisor password)
OD	Amount, OD {ENTER}	OD {ENTER}	Open department key – brings up a list of departments to choose from to ring up a transaction directly to a department – similar to the DP key
OS	Amount, OS {ENTER}	OS {ENTER}	Open section key – brings up a list of sections to choose from to ring up a transaction directly to a section – similar to the SE key
PI	Amount, PI {ENTER}	500PI {ENTER}	Paid-In key used for non-product items (for example. postage stamps). Five additional Paid In functions can be configured via the Security Administration screen. The additional Front-end keystrokes are I1, I2, I3, I4, and I5.
PK	Price, PK, UPC {ENTER}	500PK28 {ENTER}	Price key used to assign a price to a product. No decimal in amount. In the example, \$5.00 is being entered as the price for product 28.

Keyboard Use with Regular Keyboard (continued)

MAIN CHECKSTAND FORM - COMMAND LINE TRANSACTION CODES			
CODE	PARAMETERS AND KEYSTROKES	EXAMPLE	DESCRIPTION
PO	Amount, PO {ENTER}	500PO {ENTER}	Paid-Out key used for non-product items (for example lottery ticket winnings) Five additional Paid Out functions can be configured via the Security Administration screen. The additional Front-end keystrokes are O1, O2, O3, O4, and O5.
PS	PS, UPC {ENTER}	PS28 {ENTER}	Product Search used to search for additional information about a product. The information is entered in Product Maintenance via the Product Info button.
PV	PV, UPC {ENTER} PV, Product Description {ENTER}	PV28 {ENTER} PVapp {ENTER}	Price verify / Product verify used to verify a price or to identify a product by viewing the product's picture. (Enter in a portion of the product description)
RA	Amount, RA {ENTER}	500RA {ENTER}	Received on Account key used to apply payments to customer charges on the Checkstand. RA transaction must be the only item on the order. No other transactions can be rung up on the same order.
RE	RE {ENTER}	RE {ENTER}	Repeats previous line item. Only applies to the following types of transactions: Scanned or entered product, DP, SE, RA, PI and PO transaction keys.
RF	RF, Amount, Dept. {ENTER}	RF500DP10 {ENTER}	Refund key used to refund a product. In the example a \$5.00, refund is being applied to department 1 – sub-dept 0 (main dept). Product UPC or section no can also be entered.
RP	RP {ENTER}	RP {ENTER}	Reprints receipt for previous transaction.
SA	Percentage, SA, {ENTER}	5.25SA {ENTER}	Applies surcharge to the entire order for all products categorized as “A”. In the example, 5 1/4% surcharge is applied to the order. Note that surcharges are entered with a decimal point .
SB	Percentage, SB, {ENTER}	5.25SB {ENTER}	Applies surcharge to the entire order for all products categorized as “B”. In the example, 5 1/4% surcharge is applied to the order. Note that surcharges are entered with a decimal point .
SC	SC {ENTER}	SC {ENTER} 100DP10 100SE100	Manually ring up scaled items to a department or section. Enter in price per unit weight (for example price per pound) followed by department or section. In the example, price per pound is \$1.00 multiplied by weight.
SE	Amount, SE, Section #, {ENTER}	500SE600 {ENTER}	Assigns dollar sales to a selected section. In this example, \$5.00 is rung up to section 600.
SO	SO {ENTER}	SO {ENTER}	Sign-off key used to sign-off the checkstand.
SP	Employee #, SP {ENTER}	1SP {ENTER}	Toggles-on the assignment of a salesperson # to the transaction lines. OSP can be used to toggle-off the salesperson # for items on the order.
ST	ST, Coupon \$, Dept. {ENTER}	ST50DP10 {ENTER}	Store coupon key to manually enter a store coupon. In the example, a 50-cent coupon is being applied to department 1– main department, 0 – sub-department. Coupon usage is tracked to the Store Coupon tender (SN).
TE	TE, TL	TETL {ENTER}	Makes the entire order tax exempt. Reduces order amount by the total tax amount. Enter in this command after you have totaled the order.
TL	TL {ENTER}	TL {ENTER}	Total Key used to total the transaction amount for the current order.
TN	Tax Table #, TN, {ENTER} UPC, {ENTER}	1TN {ENTER} 28 {ENTER}	Tax / No Tax used to add or subtract tax to a product. In the example, tax table 1 tax criteria are being applied to product 28.
TW	TW {ENTER} or TW weight {ENTER}	TW {ENTER} TW100 {ENTER}	Place the empty container on the scale and press the “TW” key. The weight of the item will be reduced by the tare weight. If a weight is manually entered, the amount of the weight entered will be deducted from the weighted item.
VD	VD, UPC {ENTER} VD {ENTER} VD scroll to item {ENTER}	VD28 {ENTER} VD {ENTER}	Void key used to void a specific product. Void key used to void last entry on order (for example tender, product). Void's item highlighted by scrolling on order.
WF	WF {ENTER}	WF {ENTER}	Begins a Wic CVV order. Cashier will be prompted to enter voucher dates and amounts before ringing up products. Only Wic CVV items will be allowed.
WI	WI {ENTER}	WI {ENTER}	Identifies a Wicable order. Enter this command at the beginning of the order. All products entered from this point forward must be WIC eligible products.
WV	WV {ENTER}	999WV{ENTER}	Used to tender a Wic CVV order. The amount must be entered. Use WNTL to obtain the Wic CVV amount and deduct the taxable amount.
*	Quantity being purchased, *, UPC {ENTER}	2*28 {ENTER}	Multiply key used to enter multiple quantities of a given product.
/	Total number of items in pack, /, Number of items purchased, UPC {ENTER}	3/2*28 {ENTER}	Divide key used to divide multi-pack items for purchasing a quantity less than the amount in the pack. In the example, 2 items (upc 28) are being purchased out of a multi-pack that contains 3 items.

Table 1

Certain transaction codes can be combined with others to form a command sequence. These include:

COMMAND SEQUENCE	EXAMPLE	DESCRIPTION
FA, TL {ENTER}	FATL	Will display the Flex Spending Account eligible amount.
FN, TL {ENTER}	FNTL	Will display the running total of the food stamp eligible amount for the order.
VD, TL {ENTER}	VDTL	Will void the entire order entered to that point. Enter "OCA" (\$0.00 cash) to clear the transaction once the void total is complete.
WN, TL {ENTER}	WNTL	Will display the Wic CVV eligible amount. The customer can use another tender after Wic CVV.

Table 2

Transaction Discounts and Surcharges

Discounts for a transaction can be done at the following levels:

- Line Item
- Customer Specific
- Order Level

Surcharges for a transaction can be done only at the *Order Level*. The system applies only one discount to a given transaction line by default. However, through an attribute setting on the Back End, the system can be configured to allow multiple discounts. When applying a discount, the system uses a predefined pecking order when applying the discounts. This order is defined as follows:

Order Level Discounts ⇒ Customer Specific Discounts ⇒ Line Item Discounts

The order level discounts take precedence over customer specific discounts, which in turn take precedence over line item discounts.

Transaction Discounts and Surcharges (continued)

When multiple discounts are allowed, the discounts are calculated on the net amount remaining after previous discounts are applied. Discounts are applied in the order in which they are entered. **Example:** a 10% Line Item discount is taken on a \$100.00 item (\$10.00), and then a 5% Customer Specific discount is applied. The 5% discount is only applied to the balance of \$90.00 resulting in a discount of \$4.50 and a total overall discount of \$14.50.

Discount and surcharge amounts are summarized within the system by department. You can track the discounts by department by using the **Discount Link** field in the **Department Maintenance** function. The discount link is simply a UPC setup in the product file using the **Product Maintenance** function. These UPCs should not be UPCs that can be sold at the Checkstand, rather they are simply “dummy” products that are used to track these discount amounts. The same “dummy” product can be assigned to all departments or a separate dummy product can be assigned to each department depending on how the data needs to be tracked. Using the “dummy” products, you can view the discount information using the Product Sales Function. They can also be viewed in the **Store Sales** function if the “dummy” products have been assigned to a “dummy” department (that is setup a department called “Department Discounts”, and then assign the “dummy” UPCs to this department on the Product Maintenance function. The “Department Discounts” will then display on the Store Sales form).

Note: The discount and surcharge category for a product can be printed on the Checkstand form and Checkstand receipt. Refer to the **Main Checkstand form** topic earlier in this section.

Line Item Discounts

Two types of line item discounts are supported: % **deduction** and \$ **amount deduction**. Two different transaction codes are used to apply these discounts – “DT - % deduction”; “DN - \$ deduction”.

Note: products for an entire department can be discounted by entering a percentage discount for the department through the Department Maintenance function in the Back End. If a percentage is entered for the department, then all product sales will have line item discount automatically applied (this will also apply to any open department or open section sales for the department).

Line item discounts are reflected after the final sub-total on the Checkstand receipt. The message that prints on the receipt for line item discounts can be configured through the **POS Information** function in the Backend.

Entering a % Discount for an Item

1. Key in the percentage discount – use decimal point (for example 5=5%, 5.25 = 5.25%)
2. Press the “Discount” key (“DT” through the keyboard)
3. Ring up the item (either a product, department or section transaction) {ENTER}

Example from the keyboard: 5.25T28 = 5.25% discount off product 28.

Entering a Dollar Amount Discount for an Item

1. Key in the dollar discount (for example 500 = \$5.00)
2. Press the “Discount” key (“DN” {ENTER} through the keyboard)
3. Ring up the item (either a product, department or section transaction) {ENTER}

Example from the keyboard: 500DN28 = \$5.00 discount off product 28.

Customer Specific Discounts

Customer discounts are automatically applied when a Customer ID is entered on a transaction. Customers are assigned a discount schedule through the **Customer Maintenance** function in the Back End. The discount schedules reflect a % discount to be given based on product category (A, B or both). Discount schedules are entered through the **POS Information** function in the Back End. Product categories are assigned to products through the **Product Maintenance** function. (Refer to the **Order Level Discounts** topic below for more information on product categories). Customer discounts are reflected after the final sub-total on the Checkstand receipt. The message that prints on the receipt can be configured through the **POS Information** function in the Backend.

Note: refer to the *Customer Rewards* topic in the *Back End How To...* section of this manual for more information on rewarding your customers with other types of incentives (for example electronic coupons).

Removing Discount % for entire order for a Customer discount

1. Ring up the item (a product, department or section transaction).
2. Key in the Customer number. Note: Customers must be set up to receive discounts.
3. Press the "DR discount removal" key ("DR" {ENTER} through the keyboard)

Example from the keyboard DR = Discount Removed off the entire order for all products.

Order Level Discounts and Surcharges

Order level discounts and surcharges are applied in two ways based on the categories selected on products (A, B, or both). Products are categorized through the Product Maintenance function as either category A, category B or as both category A and B. Discounts and surcharges can then be applied to either the category A products or category B products. This gives the user capability to discount products in different ways.

Order Level discounts are reflected after the final sub-total on the Checkstand receipt in the same fashion as customer discounts. The message that prints on the receipt for customer discounts and surcharges can be configured through the **POS Information** function in the Back End.

Entering a Discount % for entire order for products categorized as "A"

1. Ring up the item (either a product, department or section transaction)
2. Key in the percentage discount (for example 5.25 = 5.25%) (**Discounts must be keyed in with decimal points**)
3. Press the "DA Discount" key ("DA" {ENTER} through the keyboard)

Example from the keyboard: 5.25DA = 5.25% discount off of the entire order for all Products, Departments or Sections with **Category A** selected

Entering a Discount % for entire order for products categorized as "B"

1. Ring up the item (either a product, department or section transaction)
2. Key in the percentage discount (for example 5.25 = 5.25%) (**Discounts must be keyed in with decimal points**)
3. Press the "DB Discount" key ("DB" {ENTER} through the keyboard)

Example from the keyboard: 5.25DB = 5.25% discount off of the entire order for all Products, Departments or Sections with **Category B** selected

Entering a Surcharge % for entire order for products categorized as "A"

1. Ring up the item (either a product, department or section transaction)
2. Key in surcharge percentage (for example 5.25 = 5.25%)(**Surcharge % must be keyed in with decimal points**)
3. Press the "SA Surcharge" key ("SA" {ENTER} through the keyboard)

Example from the keyboard: 5.25SA = 5.25% surcharge applied to the entire order for all Products, Departments or Sections with **Category A** selected

Entering a Surcharge % for entire order for products categorized as "B"

1. Ring up the item (either a product, department or section transaction)
2. Key in surcharge percentage (for example 5.25 = 5.25%)(**Surcharge % must be keyed in with decimal points**)
3. Press the "SB Surcharge" key ("SB" {ENTER} through the keyboard)

Example from the keyboard: 5.25SB = 5.25% surcharge applied to the entire order for all Products, Departments or Sections with **Category B** selected

Customer Processing

Tracking Customer Transactions

RETAIL™ provides the capability to track sales for customers. Customers are entered into the system through the **Customer Maintenance** function in the Back End. Once customers have been setup, the card number of the customer can then be tracked against their transactions. Customer sales can then be viewed using the **Customer Sales** function in the Back End.


Scan a customer card number (refer to the note below on scanning a customer ID) or use the "ID" command on the Checkstand form to enter a customer card number.

When the ID command is entered, the Customer ID form will be displayed allowing the user to enter in the customer card number. If the Customer ID is not known for the customer, you can search by driver's license, last name, or telephone number.

Note: you can bypass this form by entering in the customer ID followed by "ID" on the command line for example 123456789ID{ENTER}. Scanning a customer card also bypasses this step.

Note: to scan a customer number, the card number used must be 13 digits in length beginning with 004 for example 004123456789 or 004000000123. The leading prefix 004 can be configured through the POS Information function in the Backend.

The image shows a software window titled "Customer Lookup" with a header "Please Enter Customer ID". Below the header is a large text input field. Underneath is a numeric keypad with digits 1-0, a QWERTY keyboard, and a numeric keypad with digits 1-0. To the right of the keyboard are buttons for "OK" (with a green checkmark), "CANCEL" (with a red X), "LAST NAME" (with a person icon), "TEL" (with a phone icon), and "D.L." (with a license icon). There are also "BACK" and "CLEAR" buttons at the bottom right.

Click on the **Search** button on the Customer ID form or enter in "CS" from the Checkstand form command line to search for a customer. Select search option (Driver License, Phone Number or Last Name) and key in the search criteria. Click on the Match Partial String field (for example if search criteria are 123, then all items that contain 123 somewhere in the field will be displayed) if desired. Click on the **Execute Search** button  to begin the search.

A list of customers matching the criteria will then be displayed on the **Search Results** form. Select the customer desired and click **OK** button to select a customer. Click **New Search** button to return to the Customer Search form or click **Cancel** to exit the form without selecting a customer.

The image shows a software window titled "Search for a Customer" with a close button (X) in the top right. It has a "Search By" dropdown menu currently set to "Phone Number". Below this is a text input field for the search criteria. There is a checkbox labeled "Match Partial String" which is checked. At the bottom are buttons for "New Search", "Balance", "Ok", and "Cancel".

Note: use the Tab, Enter and Arrow keys to move between fields if a mouse is not available.

The image shows a software window titled "Customer Lookup" with a table of search results. The table has columns: Card Number, Link Number, Home Phone #, and Customer Name. The results list several customers with their respective card and phone numbers. To the right of the table are buttons for "OK" (with a green checkmark), "CANCEL" (with a red X), and two arrow buttons (up and down) for navigating through the list.

Card Number	Link Number	Home Phone #	Customer Name
132233		9515551212	Smith Cynthia --0
132234		9515551234	Smith Sandy --0
132235		9515551235	Smith Henry --0
132236		9515551232	Smith Jonathan --0
132237		9515553333	Smith Gertrude --0
132321			Smith Eddie --0
12345678912			Smith Joe --0
200			Smith Janice --0
203			Smith Janet --0
7001			Whithall-Smith Hannah --0

Note: Click Balance button to display the customer's in-store charge balance (normal screen mode only)

Once a customer has been selected, the customer name and any discount applied will be displayed on the Checkstand form. If a customer uses the in-store, charge tender to pay for the order, the customer's current account balance will print on the receipt. These items can be configured to display or not display through the **POS Information** function in the Back End.

Adding Customers

Customer data can be added from the Checkstand. Access the manager menu ("MG" command) and select Add Customer. Enter the data for the customer and click on the **OK** button. Pay special attention to and select the appropriate attributes for the customer: Write Checks, Charge Account, Print Invoice (not used at this time), and Frequent Shopper.

Note: Adding customers is not available in stand-alone mode.

Note: use the Tab, Enter and Arrow keys to move between fields if a mouse is not available.

Checkstand Functions

The functions described below are subject to the security levels, limits and attributes established by the user. Refer to the **Security Features** topic above for more information.

In addition to the security features that can be associated with various Checkstand functions, reason codes can also be assigned. Reason codes are assigned to Checkstand functions as well as Checkstand manager functions through the **Security Administration** function. When a reason code is required for a particular function, the system will prompt for the selection of a reason code from a list. Selection of a reason code is mandatory when the function is flagged to require reason codes. From the list displayed, select the reason code desired and the reason will be captured with the transaction.

Note: a report of transactions by reason code is available through the **Print Transactions By Reason Report** function.

Overall Order Functions

This section will describe the various functions that can be used that affect the entire order.

Tax-exempt an entire order

1. Enter items and total the order
2. Press the Tax Toggle key ("TE" through the keyboard)
3. Press the Total key ("TL" through the keyboard) {ENTER}

Example from the keyboard: TETL {ENTER}

Overall Order Functions (continued)**Entering a Salesperson ID**

1. Key in the Employee # (setup through the Back End) of the Salesperson
2. Press the Salesperson key ("SP" through the keyboard) {ENTER}

Example from the keyboard: 1SP {ENTER} = Assigns salesperson # 1 to the order or transaction line

Note: A salesperson ID can be entered at any time during the order. The ID will be applied to each transaction line following the entry of the ID. You can configure the system to automatically prompt for an ID at the beginning of each order (Refer to **POS Configuration** topic in this section).

Note: You can cancel the assignment of the salesperson ID by keying in 0SP. This will stop the system from applying the ID to any transaction line following the entry of this command. Any transaction lines before this command will still contain the salesperson ID.

Customer Search

1. Press the Customer Search key ("CS" through the keyboard) {ENTER}

Note: Refer to the **Customer Processing** topic in this section for more information on processing customers.

Convert Amount to a Foreign Currency

1. Type the Currency ID of the currency desired
2. Press the Currency Conversion key ("CU" through the keyboard) {ENTER}

Example from the keyboard: 2CU {ENTER} = Converts the total amount of the order into currency 2

Note: Refer to the **Foreign Currencies** topic in the Appendices for more information.

Processing WIC Items

1. Type the WIC key ("WI" through the keyboard). This will edit that all items following this command are wicable. (**Note:** this command must be entered at the beginning of the order).
2. The system will prompt for a WIC voucher ending date. This date cannot be earlier than today (an error message will appear) meaning that the voucher cannot be expired.
3. Process the items and total the order. If a product is not flagged as WIC, an error message will display.
4. Tender the order with a WIC tender ("WC" tender entered through the **Tender Maintenance** function).

Processing Wic CVV Items

1. Type the Wic CVV Start key ("WF" through the keyboard). This will open an entry form for start and end dates, and amounts of Wic CVV vouchers. (**Note:** this command must be entered at the beginning of the order).
2. Process the items and total the order. If a product is not flagged as Wic CVV, an error message will display. If the amount of the order exceeds the amount of the Wic Voucher, the cashier will be warned. The customer can decide to proceed and pay with additional tenders.
3. Tender the order with a Wic CVV tender ("WV" tender entered through the **Tender Maintenance** function).
4. The customer can use additional tenders, but the Wic Vouchers MUST be used first.
5. If using Food Stamps, the foodstamp card MUST be used second. The cashier will be warned.
6. Additional tenders then may be used.

Accepting/Canceling HALOS/LALOS Limits

1. To Accept the transaction, simply press {ENTER}
2. To Cancel the transaction press the "Clear" key ("CL" {ENTER} through the keyboard)
Note: Halos/Lalos are set up for each department to avoid checker error. The HALOS is the maximum amount used in checking for keyboard entry errors while LALOS is the minimum amount.

Re-print Checkstand Receipt

1. To reprint a receipt press the "Reprint receipt" key ("RP" {ENTER} through the keyboard)

Overall Order Functions (continued)

Clear Message from Screen

1. Press the clear key ("CL" {ENTER} through the keyboard)

Open Cash Drawer

1. Press the "No Sale" key ("NS" {ENTER} through the keyboard) – System will prompt for a password

Canceling a Transaction

1. Press the "Cancel Transaction" key ("CN" through the keyboard)
2. Depending on level of security, enter a manager's password in the Managers Security Code form. *Example from the keyboard:* CN {ENTER}. The entire order will be cancelled. RETAIL™ will then be ready to start the next transaction.

Line Item Functions

This section will describe some of the various line item functions that can be used through the Front End module of RETAIL™.

Age Verification

- a) Age verification will be required on any product that has been flagged as requiring age verification in the Back End Product Maintenance function. Two types of age verification will be completed on a product:
 1. **Customer's Date of Birth** - The system will prompt for the date of birth for the customer. Enter the birth date in mm/dd/yy or mmdyyy format (note if no slashes are used, you must enter six digits for the date for example 050198). The system will calculate the customer's age based on the date of birth entered and compare to the required age for purchase on the product. If the customer is not old enough to purchase the product, an error message will be displayed. On the touch screen, an Age Override button can also be used.
 2. **Employee's Date of Birth** – The system will also check to make sure that the cashier is old enough to sell the product. The employee's date of birth (entered through the Employee Maintenance function in the Back End) will be used to calculate the age of the employee. The employee's age will then be compared to the required age for purchase on the product.
 3. **Manager's Date of Birth** – The system will also check the manager's date of birth and will not allow an override if the manager is under the minimum age requirement.

The image displays two screenshots of the RETAIL 7 software interface. The top screenshot, labeled 'Security' at the top, shows a prompt 'Please enter customer date of birth for verification'. Below the prompt is a numeric keypad with digits 0-9, a decimal point, and an 'ENTER' key. To the right of the keypad are buttons for 'OK' (with a green checkmark), 'CANCEL' (with a red X), and 'AGE OVERRIDE' (with a green checkmark and a person icon). Below the keypad are 'CLEAR' and 'BACK' buttons. The bottom screenshot, labeled 'Retail' at the top, shows an error message: 'Cashier's age does not meet criteria for selling this item. Manager override required.' To the right of the message are 'OK' (with a green checkmark) and 'CANCEL' (with a red X) buttons.

Line Item Functions (continued)

Repeating a Transaction

- a) Press the repeat key ("RE" {ENTER} through the keyboard)
Note: only the following transactions can be repeated: Scanned or entered products, department items (DP key), section items (SE key), Received on Account (RA key), Paid Ins (PI key) and Paid Outs (PO key)

Scanning a Product

- a) Scan the product using the scanner.
- b) A message of "Product not found" will be displayed if product is not in the products file.
Note: Press the Clear key ("CL" {ENTER} through the keyboard) to clear the message.

Keying in a Product

- a) Key in the product code - UPC (see note on UPCs below) or PLU code {ENTER}.
- b) A message of "Product not found" will be displayed if product is not in the products file.
Note: Press the Clear key ("CL" through the keyboard) to clear the message.

Note: Below are examples of four types of UPC codes supported by RETAIL™: UPC-A, UPC-E, EAN13, and EAN8.

UPC Code - Type "A"



Enter in the leading digit as the first character of the UPC followed by the product code (in this case 12345678901)

UPC Code - Type "E"



Enter in the leading digit as the first character of the UPC followed by the product code (in this case 0123456)

EAN13 Code



Enter in the leading digit as the first character of the UPC followed by the product code (in this case 123456789012)

EAN8 Code



Enter in the product code only for this code (in this case 1234567)

Line Item Functions (continued)**Keying in a Price and Department**

- a) Key in the price
- b) Press the Department key ("DP" through the keyboard)
- c) Followed by a department and sub-department number {ENTER}

Example from the keyboard: 500DP10 {ENTER} = \$5.00 for department 1 and sub-department 0

Note: The department number is set up in the Department Maintenance task. See the Department Maintenance function under the Administration menu.

Note: You can bring up a list of departments to choose from by using the "OD" key. Instead of keying in the price followed by the "DP" key, enter the price and type in "OD" and press {ENTER}. A list of departments will then be displayed to select. *Example from the keyboard: 500OD {ENTER} then select a department.*

Keying in a Price and Section

- a) Key in the price
- b) Press the Section key ("SE" through the keyboard)
- c) Followed by a section number {ENTER}

Example from the keyboard: 500SE100 {ENTER} = \$5.00 for section 100

Note: The section number (100) is set up in the Section Maintenance task. See the Section Maintenance function under the Administration menu.

Note: You can bring up a list of sections to choose from by using the "OS" key. Instead of keying in the price followed by the "SE" key, type in "OS" and press {ENTER}. A list of sections will then be displayed to select from. *Example from the keyboard: 500OS {ENTER} then select a department.*

Manually Overriding a Price

- a) Type the new price and press the "Price" key ("PK" through the keyboard)
- b) Followed by the product code (PLU or UPC) {ENTER}

Example from the keyboard: 500PK028 {ENTER} = \$5.00 for product 028

Overriding a Price on a Scanned Product

- a) Type in the new price of the product
- b) Press the "Price" key ("PK" through the keyboard)
- c) Scan the product

Example from the keyboard: 500PK {Scan the product} = \$5.00 for the product scanned

Entering Multiple Quantities for Keyed Items

- a) Type the quantity being purchased of the product
- b) Followed by an "*" (Press the (*) key)
- c) Followed by the product code {ENTER}

*Example from the keyboard: 5*028 {ENTER} = Quantity of 5 for product 28*

Line Item Functions (continued)**Entering Multiple Quantities for Scanned Items**

- a) Type the quantity being purchased of the product
- b) Followed by an “*” (Press the (*) key)
- c) Scan the product code

Manually Entering Unit of Measure for a Product

Some products are sold in units of measure (for example pounds, inches). The unit of measure is entered for the product in the **Product Maintenance** form.

- a) Type the amount being purchased based on unit of measure (for example 500 = 5 inches or 5 pounds)
- b) Press the “Manual Measure” key (“MM” through the keyboard)
- c) Scan or Key in the product code {ENTER}

Example from the keyboard: 500MM028 = 5 units of measure for product 28.

Manually Entering a Weighted Item (Department or Section)

- a) Place product on scale
- b) Press the “Scale” key (“SC” through the keyboard) {ENTER}
- c) Key in a price (per unit of weight – for example price per pound) and department or section {ENTER}

Example from the keyboard: SC {ENTER}; 100DP10 {ENTER} (Dept. Sale) or 100SE100 {ENTER} (Section Sale)

The price entered will be multiplied by the weight on the scale to calculate the transaction amount.

Entering a Weighted Product (UPC)

- a) Place product on scale
- b) Key in the product code {ENTER}

Note: *The product must be setup as scaled in the product file.*

Deducting Tare Weight from a Weighted Product

The tare weight for a product will automatically be deducted from the weight entered on the Checkstand form.

- a) The tare weight for a product is entered in the **Product Maintenance** form
- b) Enter in the tare weight you want deducted in the **Tare Weight** field
- c) The tare weight will automatically be deducted from the weight entered on the checkstand transaction

Line Item Functions (continued)**Manually Deducting Tare Weight from a Product**

Normally the tare weight for a product will automatically be deducted from the weight entered on the Checkstand form, but if the product is not set up for tare weight in the products file use one of the following:

- a) Place empty container on scale
- b) Key in TW {ENTER}

OR

- a) Key in <Weight>TW {ENTER} (Example: 20TW = .20 of a pound)

Once the Tare Weight either has been entered by one of the two above methods, Key in or Scan the product code. The tare weight will be deducted from the total weight of the scanned item.

Note: The product must be setup as scaled in the product file. The tare weight for the empty container will be deducted from the overall weight of the product.

Overriding a Price on a Weighted Product

- a) Place product on scale
- b) Key in price
- c) Press the "Price" key ("PK" through the keyboard)
- d) Followed by the product code {ENTER}

Note: The product must be setup as scaled in the product file.

Example from the keyboard: 500PK028 = \$5.00 per pound for product 28.

Splitting up Multi-Pack Products

- a) Type the total number of items in the multi-pack (i.e. 6 for 6 pack)
- b) Followed by a "/" (Press the (/) key)
- c) Followed by the quantity the customer is buying
- d) Followed by the "*" (Press the (*) key),
- e) Followed by the product code for the multi-pack (either scan or key the code) {ENTER}

Example from the keyboard: 6/3*028 {ENTER} = 3 products out of a 6 pack for product 28

Toggle a Product's Tax Status

- a) Key in the Tax Table number (set up in the Tax tab in the POS Information task)
- b) Followed by the tax toggle key and {ENTER} ("TN" {ENTER} through the keyboard)
- c) Ring up the item (either a product, department or section) transaction)

Example from the keyboard: 1TN {ENTER} 28 {ENTER} = Product 28 will now include tax from tax plan one.

Scanning a Coupon with a Barcode

- a) Scan the coupon's barcode with the scanner

Note: Coupon will be deducted only if a product's manufacturer's number matches the coupon. If you are unable to scan the coupon, key in the coupon as a department coupon (see next section).

Line Item Functions (continued)**Keying in a Department Coupon**

- a) Press the "Coupon" key ("MC" through the keyboard)
- b) Followed by coupon amount
- c) Followed by a "Department" Key (refer to **Keying in a Price Department**)

Example from the keyboard: MC500DP10 {ENTER} = \$5.00 coupon for department 1

Entering a Paid Out (that is miscellaneous payment from the till, for example lottery winnings)

- a) Key in the amount of the Paid Out
- b) Press the "Paid Out" key ("PO" through the keyboard) {ENTER}

Example from the keyboard: 500PO {ENTER} = \$5.00 Paid out.

Note: RETAIL™ supports five "Paid In" keys that are configurable via the Security Administration screen. The Keystrokes are I1, I2, I3, I4 and I5.

Entering a Paid in (that is Non Product Sale - for example Postage Stamps)

- a) Key in the amount of the Paid In
- b) Press the "Paid in" key ("PI" through the keyboard) {ENTER}

Example from the keyboard: 500PI {ENTER} = \$5.00 Paid in.

Note: RETAIL™ supports 5 "Paid Out" keys that are configurable via the Security Administration screen. The Keystrokes are O1, O2, O3, O4 and O5.

Entering a Received on Account (that is Payment on Customer Charge)

- a) Key in the amount being received
- b) Press the "Account Received" key ("RA" through the keyboard)
- c) Enter the Customer ID in the Customer entry dialog

Example from the keyboard: 500RA {ENTER} = \$5.00 Received on Account for a charge customer.

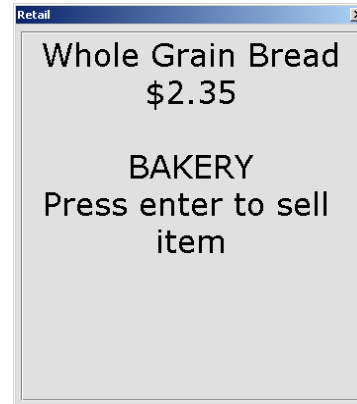
Note: RA transactions cannot be completed with other transactions on an order. This must be the only transaction for the order. A valid customer ID with charge account privileges must be entered.

Note: Customer balances can be configured to print or not print on the receipt through the POS Information function in the Back End.

Verifying the Price of a Product (UPC)

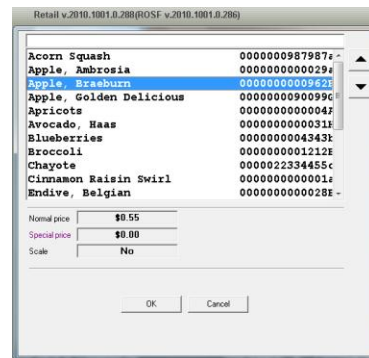
1. Press the "Price Verify" key ("PV" through the keyboard)
2. Scan the product or key in the product code {ENTER}
3. The product description and price will be displayed.

Note: A message of "Product not Found" will be displayed if the product is not in the product file.



Verifying the Price of a Product (Description)

1. Press the "Price Verify" key ("PV" through the keyboard)
2. Enter in a description (partial or full) or leave blank for all products
3. A list of products will be displayed
4. A picture of the product will display if the product has a picture associated with it.



5. If using Touch Screen, press Price Inquiry.
6. All of the products with Allow Lookup will be shown.
7. The order of the pictures changes, with the most commonly looked up items appearing first.

Note: To enable the product lookup on the Checkstand mark the Allow Lookup flag for each product you wish to display.



Note: Refer to the Loading Pictures and Videos topic for information on loading product pictures.

Tendering

This section will describe some of the various functions that can be used when tendering an order through the Front End module of RETAIL™. Various tender attributes, security levels and limits can be configured through the **Tender Maintenance** function in the Back End. An example of this is whether an amount must precede the entry of a Tender Code (that is tender-as-ordered).

An unlimited number of tenders can be entered into RETAIL™. Tenders can be entered to meet different needs (for example gift certificates, WIC tender, stand-aside credit card). Foreign currencies and tenders can also be setup (refer to the **Foreign Currencies** topic in the **Appendices**).

When tendering an order, the system can be configured to prompt for information. This information will be tracked with the transaction. Example uses of this feature include: prompting for a check # when tendering with a check, prompting for information about the customer (for example zip code for survey purposes), prompting for additional ID when a tender is used. The user can tailor the message that displays as part of the prompt through the **Tender Maintenance** function. The data entered is free-format and is printed on the electronic journal (**Electronic Journal** function).

The steps below are an outline of how to use the pre-configured system tenders. The steps followed for other tenders would generally follow the same pattern but are dependent on the attributes entered for the tenders.

Cash Tendering

- a) Enter items and total order
- b) Enter amount of cash and press the "Cash" tendering key ("CA" {ENTER} through the keyboard)

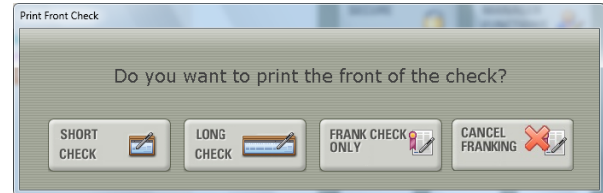
Note: Balance due to customer will be highlighted at the end of the order

Example from the keyboard: 500CA {ENTER} = \$5.00 cash tender

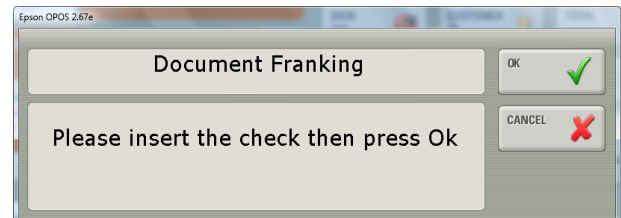
Check Tendering (applies to any tender that has a “CK” tender type)

- a) Enter items and total order
- b) Scan or Type in the customer’s card number followed by the “ID” key (“ID” {ENTER} through the keyboard) or Press the “ID” key (“ID” {ENTER} through the keyboard) and type the customer card number when prompted
- c) Type the amount of the check and press the “Check Tender” key (“CK” {ENTER} through the keyboard)
- d) If the MICR reader is being used, the cashier will be prompted to insert the check into the printer. The **Read Check** options must be selected in POS Information, and the MICR must be set up in OPOS. The check information will be captured in addition to the customer ID.

- e) The front of the check can be printed by selecting the **Print Front of Check** option in the **POS Information** function (**your printer must support this option**):
 - Select 1 to print the front of a short check OR
 - Select 2 to print the front of a long check OR
 - Select #3 to frank the check only OR
 - Select 4 to cancel the franking. **NOTE:** This only cancels the franking, not the check tender.



- f) If you choose to print the check
 - Place the check face up along the right side of the printer (the light should be flashing on the printer)
 - The front of the check will now print
- g) The back of the check can be franked by selecting the **Require Franking** option for the tender
 - The light should be flashing on the printer
 - Insert check, back facing up
 - Back of the check will now print
 - The system will not continue to process until the back of the check is printed. You can cancel the printing by clicking **Cancel** button.



Note: Any balance due to the customer will be highlighted at the bottom of the order

Print Check Single Pass

Retail 7 includes the option to read the MICR, print the front of the check and frank the back of the check in a single pass. In ros.ini, enter PrintCheckSinglePass=1. The check should be entered face up with the MICR to the right. The MICR will be read, and the front of the check will be printed (if selected), then the check franked. If Electronic Check Conversion is used (through MicroTrax), and the check is converted, then the check will be printed with Void, to be handed back to the customer.

Tendering (continued)

Paper Food Stamp Tendering

- a) Enter items and total order
- b) To calculate food stamp balance press the "Food Stamp Toggle" key ("FN" through the keyboard) followed by the "Total Key" ("TL" {ENTER} through the keyboard)
- c) The food stamp eligibility amount will be highlighted at the bottom of the form
- d) Type the food stamps amount and hit the "Food Stamps" tender key ("FS" {ENTER} through the keyboard)
- e) Any balance still due will be highlighted at the bottom of the form
- f) Complete the sale by tendering the remainder of the order with a different tender.

Note: *balance due (cash or food stamps) to customer will be highlighted at the bottom of the order*

Credit Card Tendering

- a) Enter items and total order. Press the Credit/Debit/EBT key. (ET through the keyboard)
- b) A message box will appear prompting customer to slide card through the pin pad
- c) The customer should slide their card through the pin pad
- d) A message will appear prompting customer to select a tender type on the MSR. The customer should select a tender type.

Note: *The customer does not have to wait until the cashier is finished to complete this step. As soon as the cashier begins ringing up items, the customer can slide the card, and select the card type from the pin-pad.*

Note: *If the magnetic strip on the card cannot be reader by the MSR, the customer can click clear button on the pin pad and the checker can key in account number and expiration date*

- e) If customer wishes to tender less than the total order, the cashier should key in the desired tender amount and the Electronic Tender tendering key. For example, 2000ET.
- f) The customer is then asked to verify the amount and press enter on the pin pad to confirm the transaction

Note: *If the amount is not correct, customer can click the clear button on the pin pad and checker can begin the electronic order again.*

- g) A processing message will appear on the screen while the transaction is being processed

Note: *Do not interrupt process once customer has accepted the transaction. Interruption may prevent the transaction approval message from being displayed even though transaction has been approved.*

- h) Once authorization is received a message will be displayed: "Approved"
- i) If you are using a pin-pad that accepts signatures, the customer will be prompted to sign the pin-pad after the transaction has been approved.

Note: *If the transaction has been denied or an error has occurred a message will be displayed and/or an error code will be displayed.*

- j) The customer copy of the receipt will print out.
- k) The merchant copy of the receipt will print. If you are using signature capture, you can skip the printing of the merchant copy.
- l) The customer will keep the first receipt and the checker will have the customer sign the second receipt.
- m) Checker will save the merchant receipt for balancing at the end of the shift.

Tendering (continued)

Debit Card Tendering

- a) Enter items and total order.
- b) A message box will appear prompting customer to slide card through the pin pad. The customer should slide his/her card through the pin pad.
- c) A message box will appear prompting customer to select a tender type. The customer should select a tender type.
- d) The customer is prompted enter his/her pin number and click enter button on the pin pad.
- e) A message box will appear prompting customer if he/she would like cash back. Enter "Yes" or "No".
- f) If "Yes", a message box will appear prompting customer to select an amount from the predefined amounts, or press the "Other" key and enter an amount (whole dollars only)

Note: The customer does not need to wait until the cashier is finished to complete this step. As soon as the cashier begins ringing up items the customer can slide the card through the MSR.

- g) Select the Electronic Tender tendering key ("ET{ENTER}" through the keyboard). If customer wishes to tender less than the total order, the cashier should key in the desired tender amount and the Electronic Tender tendering key. If the customer would like cash back for an amount different from the predefined amounts, the cashier would key for cash back plus the total order and press the Electronic Tender tendering key.
- h) The customer is then asked to verify the amount and press enter on the pin pad to confirm the transaction.
- i) A processing message will appear on the screen while the transaction is being processed

Note: Do not interrupt process once customer has accepted the transaction. Interruption may prevent the transaction approval message from being displayed even though transaction has been approved.

- j) Once authorization is complete a message will be displayed: "Transaction Approved"

Note: If the transaction has been denied or an error has occurred a message will be displayed :("Transaction Declined") and/or an error code will be displayed.

- k) The customer and merchant copies of the receipt will print out.
- l) If you do not want to print a merchant copy, enter SkipPrintMerchant=1 in the ros.ini.
- m) The customer will keep the customer copy and the checker will save the merchant copy for balancing at the end of the shift.

Tendering (continued)

Electronic Food stamps/EBT Cash Tendering

- a) Enter items and total order
- b) To calculate food stamp balance press the "Food Stamp Toggle" key ("FN" through the keyboard) followed by the "Total Key" ("TL" {ENTER} through the keyboard).
- c) The food stamp eligibility amount will be highlighted at the bottom of the form.
- d) A message box will appear prompting customer to slide card through the pin pad.
- e) A message box will appear prompting the customer to select a tender type. The customer should select the EBT tender type.
- f) A message box will appear prompting customer to select either Food stamps or Cash (Electronic Benefits)
- g) The customer is prompted to enter his/her pin number and click enter button on pin pad.

Note: The customer does not have to wait until the cashier is finished to complete this step.

- h) Press the Electronic Tender tendering key (ET {ENTER} through the keyboard). If customer wishes to tender less than the total order, the cashier should key in the desired tender amount and the Electronic Tender key.
- i) The customer is then asked to verify the amount and press enter on the pin pad to confirm the transaction.
- j) Once authorization is complete a message will be displayed: "Transaction Approved"

Note: If the transaction has been denied or an error has occurred a message will be displayed and/or an error code will be displayed.

Note: if the transaction has been denied for insufficient funds, current account balances will be printed on the receipt for verification. The transaction can then be tendered for up to the balance remaining for the account.

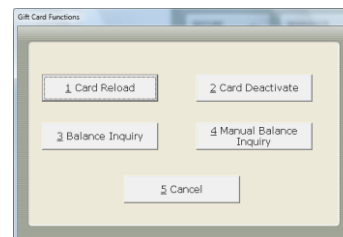
- k) The customer copy of the receipt will print out
- l) The merchant copy will print out, unless the system is set to SkipPrintMerchant=1 in the ros.ini.
- m) The customer will keep the first one and the checker will save the second receipt for balancing at the end of the shift

Note: If the transaction was denied, once the transaction is tendered or voided, a receipt will be printed specifying the denial reason and other electronic benefits information.

Gift Card Activation, Reload, Balance Inquiry, Deactivation, and Tendering

- a) To activate a gift card, enter the amount and press the Gift Card button ("DG" {ENTER}) through the keyboard.
- b) A message box will appear prompting customer to slide card through the pin pad.
- c) If the card is activated successfully, the amount will be displayed on the Front End. The customer will pay using a different tender.

- d) To reload a gift card, press the gift card button ("DG" {ENTER}). A form will open up showing several options: Card Reload, Card Deactivate, Balance Inquiry, and Manual Balance Inquiry.



- e) Select Reload. Enter the amount that the customer wants added to the gift card. The customer will be prompted to slide the card. If successful, the amount will show up on the front end, and the customer will pay for the card.
- f) A processing message will appear on the screen while the transaction is being processed

Note: The card is activated before the customer pays for it. For this reason, if the cashier tries to Void or Cancel the order, the customer will need to slide the card again, and the card will be Deactivated so that it will have no value.

- g) The customer and merchant copies of the receipt will print out.
- h) If you do not want to print a merchant copy, enter SkipPrintMerchant=1 in the ros.ini.
- i) The customer will keep the customer copy and the checker will save the merchant copy for balancing at the end of the shift.

Tendering (continued)

Manual Electronic Tender (All Electronic Tenders)

- n) Enter items and total order
- o) If applicable, calculate food stamp balance press the "Food Stamp Toggle" key ("FN" through the keyboard) followed by the "Total Key" ("TL" {ENTER} through the keyboard).
- p) The food stamp eligibility amount will be highlighted at the bottom of the form.
- q) Press the Credit Manual ("CM" {ENTER} through the keyboard).
- r) Select the appropriate tender for the transaction. Follow the process for each tender as described above.
- s) A message box will appear prompting the customer to select a tender type. The customer should select the tender type. Follow the prompts according the tender type.
- t) The customer is then asked to verify the amount and press enter on the pin pad to confirm the transaction.
- u) Once authorization is complete a message will be displayed: "Transaction Approved"

Note: *If the transaction has been denied or an error has occurred a message will be displayed and/or an error code will be displayed.*

- v) The customer copy of the receipt will print out
- w) The merchant copy of the receipt will be printed.
- x) The customer will keep the customer copy and the checker will save the merchant receipt for balancing at the end of the shift

Note: *Electronic tender transactions are processed through an interface to a specific EFT processor (that is Concord, Microtrax, Mercury). Refer to Appendix E for information on EFT processing.*

In Store Charge Tendering

- a) Enter items and total order
- b) Scan the customer's card number or Type the card number followed by the "ID" key ("ID" {ENTER} through the keyboard) or Press the "ID" key ("ID" {ENTER} through the keyboard) and Type the customer card number when prompted
- c) Key in the total and press the "In Store Charge Tender" key ("MI" {ENTER} through the keyboard)
- d) First copy of the receipt will print out
- e) When the first copy is finished press {ENTER} to print a second copy of the receipt
- f) The customer will keep the first one and the checker will have the customer sign the second. Save the second receipt for balancing at the end of the shift

Note: *Refer to Appendix E – EFT processing for more information on credit/debit/EBT processing.*

Voiding and Refunding

This section will describe some of the various functions that can be used when completing void and refund transactions through the Front-end module of RETAIL™. Please note that these functions are subject to requiring a manager's override depending on the security levels that have been set within RETAIL™.

Voiding the Previous item

- a) To void the previous item (for example product, tender) press the "Void" key ("VD" {ENTER} through the keyboard)

Voiding an Earlier Product

- a) To void a product (for example product) other than the previous product press the "Void" key ("VD" through the keyboard) then re-enter the product using the same key sequence used to ring it up

Example from the keyboard: VD28 {ENTER} = Void product 28

Voiding an Earlier Product by Scrolling

- a) To void a product by scrolling, press the "void" key and scroll to the item with the up or down arrow key to select the item and press enter

Example from the keyboard: VD (Scroll to Item) {ENTER} = Void product highlighted

Voiding a Weighted Product

- a) To void a weighted product, place the product back on the scale, then the press the "Void" key ("VD" through the keyboard)
- b) Followed by the product code {ENTER}

Voiding a Product to a Section

- a) Press the "Void" key ("VD" through the keyboard)
- b) Followed by the product price
- c) Press the Section key ("SE" through the keyboard)
- d) Following by a Section number {ENTER}

Example from the keyboard: VD500SE100 {ENTER} = Void \$5.00 for a product from section 100

Voiding an Entire Sale

- a) Press the "Void" key ("VD" through the keyboard), then press the "Total" key ("TL" {ENTER} through the keyboard) (all items will be voided)
- b) Key "0", then press the "Cash" key ("CA" through the keyboard) to finalize the transaction

Example from the keyboard: VDTL {ENTER} = Void the entire sale

Refunding a Product to a Department

- a) Press the "Refund" key ("RF" through the keyboard)
- b) Followed by the product price
- c) Followed by a department key {ENTER}

Note: If this is the only transaction press the "Total" key ("TL" through the keyboard), key in "0" and press the "Cash" key ("CA" through the keyboard) to clear the transaction

Example from the keyboard: RF500DP10 {ENTER} = Refund \$5.00 for a product from department 1

Voiding and Refunding (continued)

Refunding a Product through Key Entry

- a) Press the "Refund" key ("RF" through the keyboard)
- b) Followed by the product code {ENTER}

Note: If this is the only transaction press the "Total" key ("TL" through the keyboard), key in "0" and press the "Cash" key ("CA" through the keyboard) to clear the transaction

Example from the keyboard: RF028 {ENTER} = Refund for product 28

Refunding a Product through Scanned Entry

- a) Press the "Refund" key ("RF" through the keyboard)
- b) Scan the product

Note: If this is the only transaction press the "Total" key ("TL" through the keyboard), key in "0" and press the "Cash" key ("CA" through the keyboard) to clear the transaction

Refunding Multiple Quantities of a Product

- a) Press the "Refund" key ("RF" through the keyboard)
- b) Followed by the quantity of the product
- c) Followed by an "*" (Press the "*" key)
- d) Followed by the product code (either scan or keyed in {ENTER})

Note: If this is the only transaction press the "Total" key ("TL" through the keyboard), key in "0" and press the "Cash" key ("CA" through the keyboard) to refund the amount in cash. If the refund will be applied to an electronic tender, enter TL, then ET {ENTER}. The customer will be prompted to slide the card through the MSR and follow the prompts on the pin-pad.

*Example from the keyboard: RF5*028 {ENTER} = Refund for quantity of 5 for product 28*

Refunding a Product to a Section

- a) Press the "Refund" key ("RF" through the keyboard)
- b) Followed by the product price
- c) Press the Section key ("SE" through the keyboard)
- d) Following by a Section number {ENTER}

Note: If this is the only transaction press the "Total" key ("TL" through the keyboard), key in "0" and press the "Cash" key ("CA" through the keyboard) to refund the amount in cash. If the refund will be applied to an electronic tender, enter TL, then ET {ENTER}. The customer will be prompted to slide the card through the MSR and follow the prompts on the pin-pad.

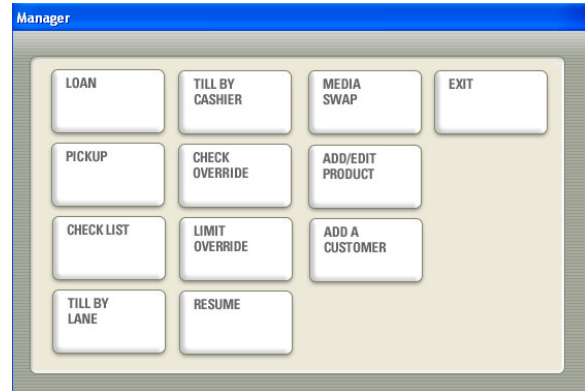
Example from the keyboard: RF500SE100 {ENTER} = Refund \$5.00 for a product from section 100

Manager Functions

This section will describe the functions that can be performed by someone who has manager security level privileges. In order to access the manager functions, type in the manager transaction code (MG {ENTER}) or press the manager transaction key on the keyboard. When a selection is made, the system will prompt for a manager's password.

When using Normal Screen Mode: Option 9 - Maintain Data is selected; Option 8 and Option 9 will change to Add a Customer and Add a Product allowing access to these functions.

Note: A manager's number can be set up as a bar code that will scan when the manager function is selected. Simply create a barcode containing the manager password (for example 19).



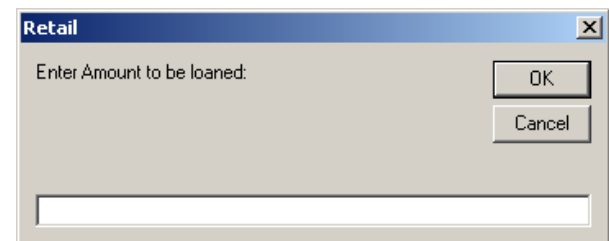
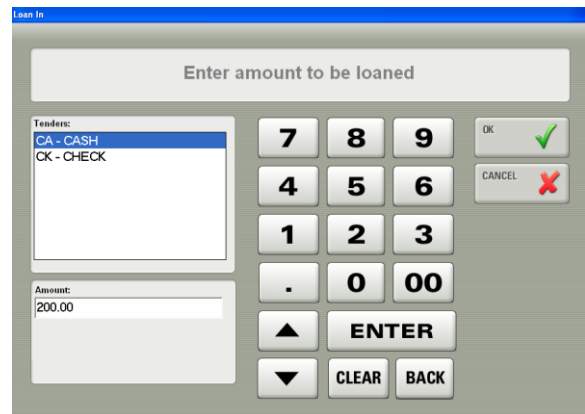
Listed below are instructions on how to complete each of the options listed above.

Option 1 - Loan

Function: Loan-in cash to a drawer.

- Choose #1 from the Supervisor Menu.
- A message box will prompt you to Type the amount to be loaned-in. (the amount must be entered in whole dollars for example enter 20000CA for \$200.00). Click OK.
- Select number 10 or enter '0' to exit.

Note: The Loan-In Slip prints on the receipt printer.



Option 2 - Pickup

Function: Pick up cash from drawer.

- Choose no 2 from the Supervisor menu on Normal Screen, or press Pickup on the Touch Screen.
- For check tenders, for example, Check, Wic, or Wic CVV, the **entire amount** for the tender must be picked up. On the Touch Screen, highlight the tender and press OK. The Amount field is grayed out so that the manager cannot enter an amount. All of the checks must be picked up and the Pick-Up Slip will print out on the receipt printer, with the details of the checks.

- To pick up other tender types, for example, Cash, enter the amount and press OK. The receipt printer will print out the Pick-Up Slip.

- If using Normal Screen mode, select the tender type from the drop-down. If picking up a tender with the type CK (for example: Check, Wic, or Wic CVV), the list of the checks will be displayed. Press OK, and all of those checks will be picked up, and a slip will be printed. ALL of the checks must be picked up.

- For cash tenders (tender type = "CA"), type in the amount, then pick CA – CASH from the drop-down. Click **OK** to complete the pickup.

- When you have finished, select **Cancel** to exit.

Note: The Pick-Up Slip prints on the receipt printer.

Manager Functions (continued)

Option 3 - Check List

Function: Run a list of checks accepted by the checkstand.

- a) Choose no 3 from the Supervisor Menu.
- b) This will run a list of checks for the checker's countdown.
- c) Select no 10 or enter '0' to exit.

Note: The checklist prints on the receipt printer.

Option 4 - Till Status

Function: Runs a till status report for the checkstand.

- a) Choose no 4 from the Supervisor Menu.
- b) This will run a till status report for the checker's countdown reflecting the statistics for the checkstand.
- c) Select no 10 or enter '0' to exit.

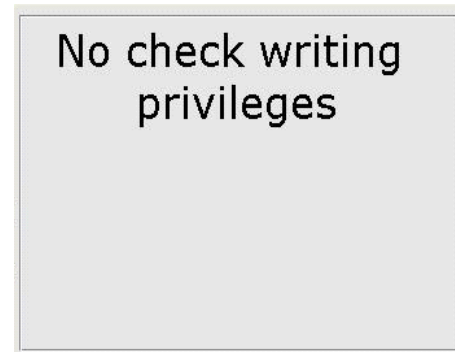
Note: The till status report prints on the receipt printer.

Option 5 - Check Override

Function: Overrides security to allow a check to be accepted for the current transaction.

A manager message (as depicted on the right) will appear if there is a problem with the customer's **check writing** privileges. The message numbers will change depending on the type of problem encountered. The error messages are configured via the POS Information Point of Sale tab:

- **1st message** – Customer has no check writing privileges.
- **2nd message** – Number of checks written by the customer has exceeded the number allowed per day (**set through the POS Information form**)
- **3rd message** - Number of checks written by the customer has exceeded the number allowed per week (**set through the POS Information form**)



To override the system and allow the check to be tendered, complete the following steps:

- a) The checker should now hit the "Clear" key or Type "CL" {ENTER} through the keyboard to clear the message.
- b) The manager can complete a check override to allow a check to be accepted for this transaction by following these steps:
 - 1. Access the Supervisor menu and choose #5.
 - 2. Click OK or {ENTER} to the message, "All checks will now be allowed for the current transaction".
 - 3. Select #10 or enter '0' to exit.
 - 4. Press the "Total" key (or Type "TL" {ENTER} as the transaction code) to total the order. The checker should now be able to accept the check as the tender for the order.

Manager Functions (continued)

Option 6 - Limit Override

Function: Overrides security to allow an in-store charge to be accepted as the tender.

A manager message (as depicted on the right) will appear if there is a problem with the customer's **in-store charge account** privileges. The message numbers will change depending on the type of problem encountered. The error numbers are as follows:

1. **4th message**– Customer has no charge account privileges (set through the **Customer Maintenance** function)
2. **5th message**– Customer's charge balance has exceeded the customer's limit (set through the **Customer Maintenance** function)



No charge account
privileges

To override the system and allow the in-store charge to be tendered, complete the following steps:

- a) The checker should now hit the "Clear" key or Type "CL" {ENTER} through the keyboard to clear the message.
- b) The manager can complete a in-store charge override to allow the in-store charge to be accepted for this transaction by following these steps:
 1. Access the Supervisor menu and choose #6.
 2. Click OK or {ENTER} to the message, "In-store charge will now be allowed for the current transaction".
 3. Select #10 or enter '0' to exit.
 4. Press the "Total" key (or Type "TL" {ENTER} as the transaction code) to total the order. The checker should now be able to accept the check as the tender for the order.

Manager Functions (continued)

Option 7 - Resume or Suspend

Function: Resumes a suspended order or Suspends a current order. Menu option will toggle: In between orders, the Resume option will be available; in the middle of an order the Suspend option will be available.

Note: The transaction can be resumed by scanning the bar code that was printed when the transaction was suspended. The security to suspend or resume will still be enforced with this method.

- Choose # 7 from the Supervisor Menu
- If suspending an order**, the order will be suspended and a Transaction ID displayed and printed on the receipt (a barcode may also print if the printer supports printing of barcodes). The transaction ID will be required to resume the order.
- If resuming an order**, the system will prompt for a Transaction ID. Either scan in the transaction ID (if a barcode was printed) or key in the transaction ID and hit {ENTER}.

A search option is also available if the Transaction ID is not known. Click **Search** button and a list of suspended transactions will be displayed. Select the item desired and click **OK** button.

Once a transaction is selected, the order will be resumed.

The image shows two screenshots from the POS system. The top screenshot is titled 'Resume Transaction' and contains a text input field labeled 'Please type in the Transaction ID' with 'OK', 'Search', and 'Cancel' buttons. The bottom screenshot is titled 'Retail' and shows a table with columns 'Transactions', 'Date', and 'Total'. The first row contains the values '00502435903', '05/02/2004', and '\$0.87'. There are 'OK' and 'Cancel' buttons to the right of the table.

Note: An entry in the ros.ini file will determine whether a manager's password will be necessary to suspend an order. UseSecurityOnSU=1. To force a manager's password when resuming a transaction, enter UseSecurityOnRE=1. Without the entry, the cashier can suspend and resume an order without a manager override.

Note: resumed orders can be configured to display all of the detailed transaction lines or a summary line through the **POS Information** function.

Transactions that have been suspended by the cashier and never resumed are captured during Store Close. If Clear Suspended Transactions is set to Yes in System Information, when the Store Close is run, all suspended transactions, including the details of the items that were rung up, are stored in a table in POSTrans. The table is named "TTSArchive". We have had reported instances of cashiers partially tendering an order, sometimes with an electronic tender, then suspending the transaction and never resuming it. In Retail, the transaction will not show up in Store Sales or in the Electronic Journal because it was never completed. Some cashiers and customers think that because the transaction is suspended, the charge will not be made to the card. The card is charged immediately when the customer presses OK on the pin-pad, and it is not removed if the transaction is suspended. The electronic card processor has a record, but Retail does not show the corresponding record. The new table is used to research discrepancies. The user can go into the database to search for the missing record. As shown in the screen shot below, a Gift Card was used to partially tender the order, and then the order was suspended. The Authorization number for the Gift Card is also shown (by scrolling to the right).

Data in Table 'TTSArchive' in 'POSTrans' on '(LOCAL)'

proc_date	emp_no	trans_no	line_no	trans_type	trans_subtype	trans_status	upc	description	unit_amt	normal_price	special_p
1/7/2010	1	99990748503	1	I	<NULL>	<NULL>	0000000000001	Milk	2.99	2.99	0
1/7/2010	1	99990748503	2	I	<NULL>	<NULL>	0000000000002	Bread	3.99	3.99	0
1/7/2010	1	99990748503	3	I	<NULL>	<NULL>	0000000000003	Whole Wheat Bread	3.99	3.99	0
1/7/2010	1	99990748503	4	I	<NULL>	<NULL>	0000000000004	White Bread	3.99	3.99	0
1/7/2010	1	99990748540	1	I	<NULL>	<NULL>	0000000000001	Milk	2.99	2.99	0
1/7/2010	1	99990748540	2	I	<NULL>	<NULL>	0000000000002	Bread	3.99	3.99	0
1/7/2010	1	99990748540	3	I	<NULL>	<NULL>	0000000000003	Whole Wheat Bread	3.99	3.99	0
1/7/2010	1	99990748540	4	T	EG	<NULL>		GIFT CARD	2.99	0	0
1/15/2010	1	99991555413	1	I	<NULL>	<NULL>	0000000000002	Bread	3.99	3.99	0
1/15/2010	1	99991555413	2	I	<NULL>	<NULL>	0000000000001	Milk	5	5	0
1/15/2010	1	99991555413	3	D	<NULL>	<NULL>		GROCERY	5	5	0

Manager Functions (continued)

Option 8 - Media Swap

Function: Allows swapping of amounts from one tender to another.

Media swaps can be performed for any tender that has the **Media Swap** attribute checked (☑) through the **Tender Maintenance** function. Tenders and the current till amount will be listed on the Media Swap form. Follow the steps below to complete a media swap:

- Type the **Transaction #** of the transaction where the tender was entered (transaction #s are printed on the Checkstand receipt – refer to the **Checkstand Receipt** topic earlier in this section). Transaction # is an optional field. If it is entered, then the media swap will be written to the electronic journal using the transaction #, otherwise new transaction # will be used.
- Highlight the **From Tender** from the list of tenders displayed. In Normal Screen mode, if swapping from a CK tender type, highlight Check and press OK. The Check List will be displayed and you can choose the check to swap from. The amount will be filled in automatically.
- Highlight the **To Tender**. In Normal Screen mode, select the To Tender from the drop-down.
- Type the **Amount** of the swap.
- Click **Apply** button to accept the media swap or click **OK** button to accept the media swap and exit the form.

Media Swap - Tender List

Enter from tender, to tender, transaction # and amount to be swapped

Count	Tender	Amount
0	CASH	\$498.73
5	CHECK	\$524.43
1	GIFT CARD	\$3.18
1	WIC CVV VO	\$36.00

To Tender:

CA - CASH
CK - CHECK
GC - GIFT CARD
WV - WIC CVV VOUCHER

Transaction #: 25
Amount: 78.99

7 8 9
4 5 6
1 2 3
. 0 00
ENTER
CLEAR BACK

OK
CANCEL
ALL CHECKS
TENDERS

Media Swap - Tender List

Count	Tender	Amount
0	CASH	\$498.73
5	CHECK	\$524.43
1	GIFT CARD	\$3.18
1	WIC CVV VO	\$36.00

Transaction # Amount
From Tender To Tender
CK

OK
Apply
Cancel

Media Swap - Check List

Card No	Amount	Check No
	\$4.40	
	\$103.06	
	\$328.99	
	\$8.99	
	\$78.99	

Transaction # Amount
23 \$8.99
From Tender To Tender
CK CA CA - CASH

OK
Apply
Cancel

Manager Functions (continued)

Option 9 - Maintain Data - Add Customer

Function: Allows adding of a customer from the Front End checkstand.

Customer data can be added from the Checkstand. Enter the data for the customer and click **OK** button. Pay special attention to and select the appropriate attributes for the customer: Write Checks, Charge Account, Print Invoice (not used at this time), and Frequent Shopper.

Note: The Add a Customer form is not available in stand-alone mode.

Refer to the **Customer Processing** topic earlier in this section for more information on customers.

Note: use the Tab, Enter and Arrow keys to move between fields if a mouse is not available.

Option 9 - Maintain Data - Add Product

Products can be added from the Checkstand. Type the data for the product and click **OK** button. Products added on the Checkstand are immediately available to all checkstands.

Products are added into the system in a “Pending” status. “Pending” products can be reviewed and changed to an “Active” status through the Product Maintenance function in the Back End.

If you do want cashiers to be able to add products, enter AllAddProducts=0 in the ros.ini.

Note: The Add a Product form is not available in stand-alone mode.

Note: use the Tab, Enter and Arrow keys to move between fields if a mouse is not available.

Manager Functions (continued)

Training Mode

Function: Puts the checkstand into Training Mode.

- a) Press the Training button when logging onto the main Checkstand form.
- b) The system will prompt you for your manager's password. Type it in and press enter.
- c) Click OK or {ENTER} to the message, "Training mode is now on". This will now put the Checkstand into training mode.
- d) To sign off, press the "Sign Off" key (or Type "SO" {ENTER} as the transaction code) and Click OK or {ENTER} to the message, "Training mode is now off".

Note: the screen will change to a different color (blue or green) when the system is in training mode. The color is configurable through the ros.ini file. Refer to the RETAIL™ Installation manual for more information.

Loading Pictures and Videos

RETAIL™ supports multimedia capabilities in displaying pictures and running videos from the Front End system. Pictures or videos (depending on your selection during the installation/setup process) will be displayed when the screen-lock feature goes into effect on the Front End checkstands. The pictures or videos will be shown sequentially as they exist in the system directory that contains the picture/video files. RETAIL™ supports the display of .jpg and .bmp files (pictures) and .avi files (videos).

In order for RETAIL™ to access picture/video files, the files must exist in the following directories on your system:

File Type	Front End	Back End	Server*
Picture Files	\Program Files RETAIL™\POS\BmpProducts		
Video Files	\Program Files RETAIL™\POS\Videos		
Picture Files for Lookup Items	\Program Files\ Retail\POS\LookupImages	\Program Files\ Retail\POS\ LookupImages	C:\POSServer\ LookupImages

Load your .jpg or .bmp files into the Picture Files directory and load your .avi files into the Video Files directory listed above.

Pictures of products will also be available for use with the Price Verify function. If a product has been associated to a picture file on the Back End, load the picture file(s) to the Checkstand as well and the picture of the product will display when price verification is performed on the product.

*** Note:** If you are going to attach pictures to the product files for lookup on the Front End, create a folder in the POSServer folder so that you can browse to and select the pictures. If the Back End is installed on the Server, you can browse to the default folder.

RETAIL™ System Manager

The RETAIL™ System Manager form is used to setup all the system parameters to configure the Front End module of RETAIL™. This form is only accessible to supervisors having the proper security levels. This is accessed from All Programs>Retail v.7> Configuration Tools> Setup Front End. Typically, this information is setup one time during the installation process. However, if there is a need to re-initialize this data, be very careful in its use.

The **General** tab displays product information and licensee information regarding the Front End system.

The **Database** tab is used to configure the databases and their locations for use by the Front End. Only very experienced users should alter information on this tab.

The **Comm Info** tab is used to configure devices used by the Front End including the pin-pad, scanner/scale, printer, cash drawer, and MICR reader. Press the test button to verify the communication between the front end and the device. If the front end cannot communicate, the status will be "Fail". If testing a printer or MICR reader, a test receipt will be printed, and you will be prompted to put a check through the MICR.

The **Checkstand** tab is used to configure the printer settings, multimedia options and screen lock feature. The Till # and Lane # print on the receipt and must be unique for each checkstand. The Screen Lock is the number of seconds of inactivity allowed before the system locks the checkstand (the cashier's password is then needed to unlock the checkstand).

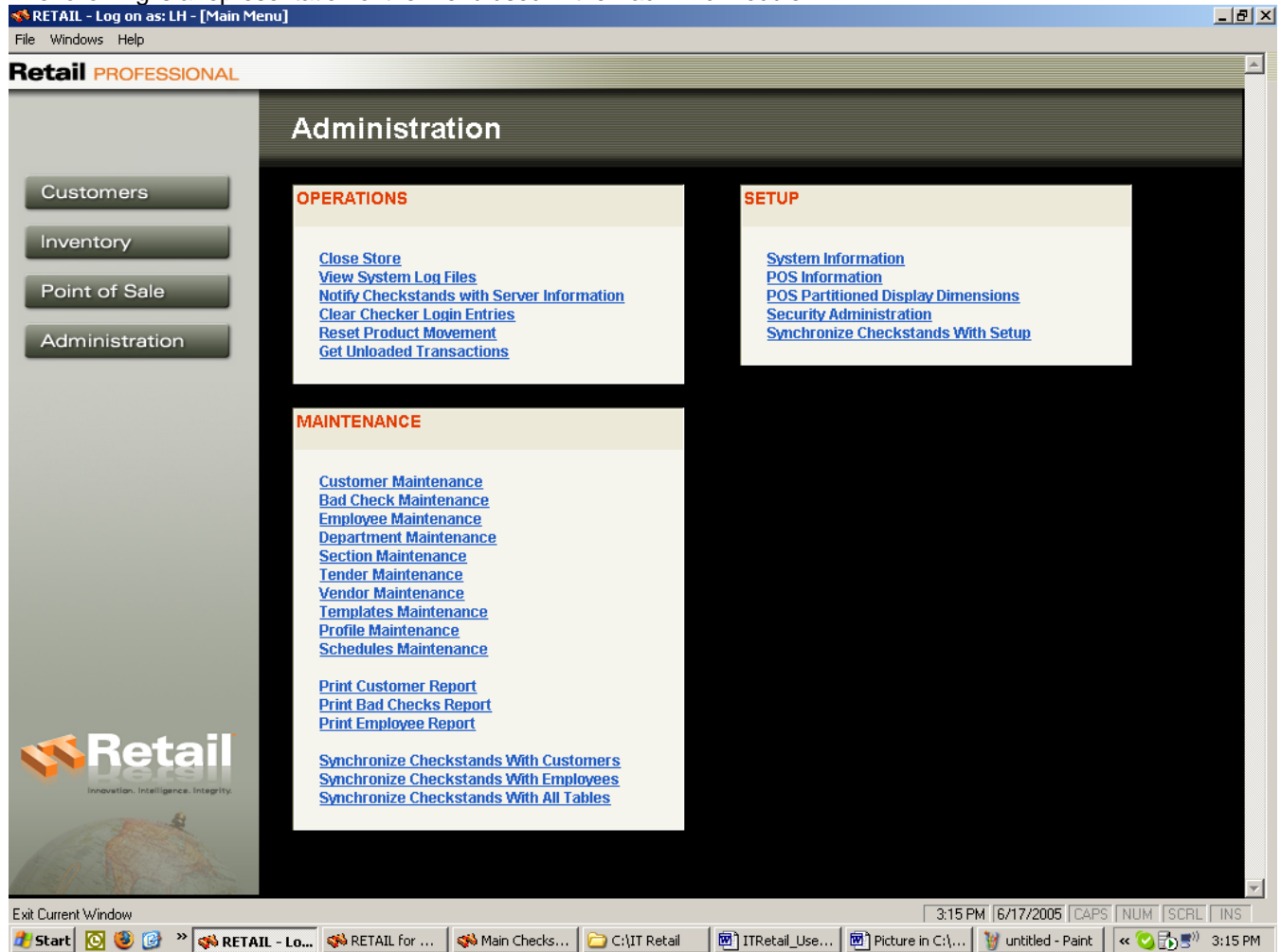
Back End Functional Overview

Introduction

This section of the manual will describe the Back End module in detail and provide “How To” guidelines. As pictured in the Back End functional overview diagram, the Back End module has four menu icons including:

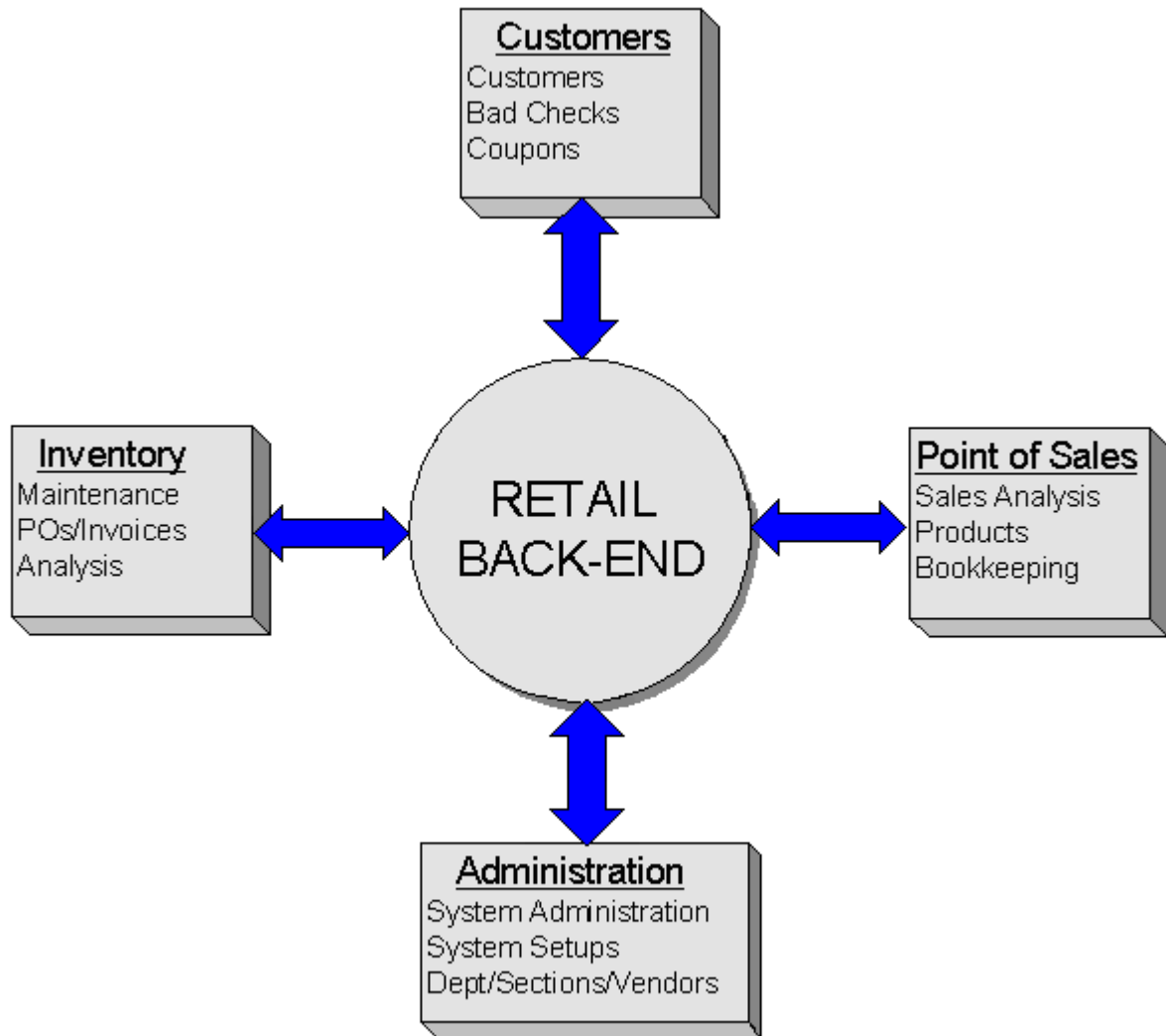
- Customers
- Inventory
- Point of Sales
- Administration

The following is a representation of the menu used in the Back End module:



Each functional area contains a menu of supported functions. To access each of the menus, click on the icons displayed along the left border. A list of supported functions for the selected area will be displayed in the center portion of the screen. Rest the cursor on each item to display a high level description of the tasks that can be completed for the selected area. In order to access a given function, click on the function's name.

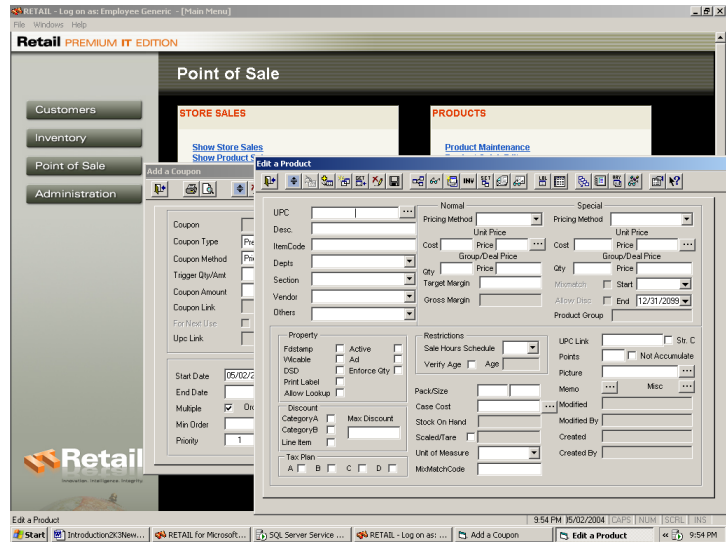
Back End Functional Overview Diagram



General Topics

Multiple Windows

RETAIL™ will support having multiple windows open at the same time. This feature will save the user time in not having to return to the menu every time they would like to go to a particular form. From the menu selections on the left, the user is able to switch between forms. In this example, the user can switch between the **Electronic Coupons** form and the **Product Maintenance** form without having to close one of the forms.



User Activity Tracking

Certain user activities are captured in a log to serve as an audit trail of critical functions performed in the system. RETAIL™ uses the User Activity Log to track data, which is removed, from the system and to track other critical changes (e.g., Mass Product Changes).

Anytime one of the following activities is performed, a form will display requesting the user to enter a reason for the action.

- Delete a Customer
- Delete an Electronic Coupon
- Delete an Employee
- Delete an Inventory Count
- Delete a Product
- Delete a Vendor
- Complete a Mass Product Change

An entry will then be created in the User Activity Log capturing the person completing

The change, the date and time of the transaction, the reason for the transaction and the contents of certain key fields for the record effected (e.g., UPC for products, Card Number for Customer, Customer Name).

The contents of the log can then be viewed by using the **View System Log Files** function contained under the **Administration** menu.

Back End Functions - How to ...

Introduction

This section of the manual provides an overview on how to complete certain key functions using the RETAIL™ Back End module. The intent is to give the user a good overview on how to complete these specific functions. The important functions supported in the Back End module are covered here. The functions covered include:

- *Manage Customers*
- *Manage Products*
- *Manage Inventory*
- *Manage Employees*
- *Bookkeeping & Accounting*
- *System Administration*

The **On-line Help** within RETAIL™ and the **Initializing the System** section contained in the **Appendix** are also good resources to assist you in understanding the functions supported in the RETAIL™ Back End module.

Signing On

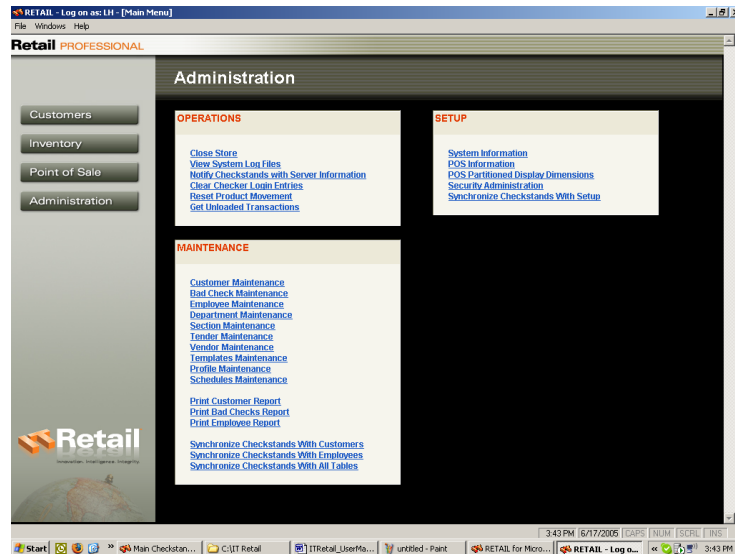
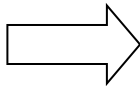


Double-click the RETAIL™ Icon to sign-on to the RETAIL™ Back End module. The RETAIL™ splash screen will open up and the **Password** form will be displayed:

Type your password and click **OK**. If the password you type is not a valid password, the “Invalid User for Front or Back End” error message is displayed. Click **OK** and then try again. If you type a valid password, the RETAIL™ **Back End menu** form appears.



Click the appropriate icon to select the menu you want to use. The menu choices will change depending on the icon selected.




Select a function by clicking the name.

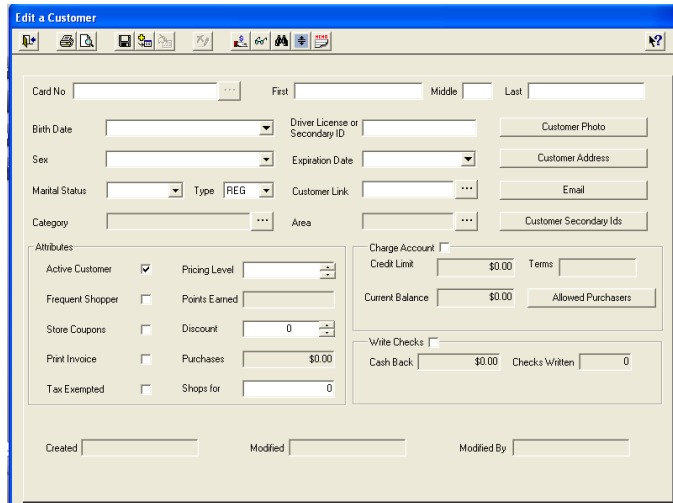
Manage Customers

Customers are an integral part of RETAIL™. Customer data needs to be set up to track information by customer (for example: sales data, bad checks, and charge accounts). This section steps the reader through the basic functionality within RETAIL™ to assist in managing customers.

Maintain Customer Data


The first step in managing customer data is to enter the customer information into RETAIL™. To do this, select the **Customer Maintenance** function on the **Customers** or **Administration** menu.

To add a customer, click **Add**  from the toolbar. The **Card Number** field is an important piece of information for customers. This is the number that will be entered on the **Main Checkstand** screen of the Front End module to enable the system to track sales to a customer. The system tracks the customer sales, applies frequent shopper points/coupons, and verifies check writing privileges based on the card number entered.






Enter all the applicable data on the form. Select the **Card Type**: Regular or Preferred. The customer must be a PC (Preferred Customer) in order to get Electronic Coupons. Pay special attention to the **Store Coupons**, **Discount**, and **Pricing Level** fields. The store coupons (in conjunction with the PC card type) field allows the customer to receive electronic coupons at the checkstand. The discount field allows you to assign a particular discount arrangement to a customer, while the pricing level allows you to assign a specific product pricing level to the customer (refer to the **Customer Rewards** section below). These tools are useful to reward your best customers.


You can also indicate if the customer can have charge account privileges and establish the customer's credit limit. Specify if the customer can Write Checks and what if any cash back is allowed when the customer writes a check.

By clicking the **Customer Photo** field, you can select a photo file (for example, .jpg file) to assign to the customer. Click **Customer Address** field and a form pops up allowing you to enter the customer's mailing address, billing address, and e-mail address. When you have entered an e-mail address, click **Customer e-mail** and the program automatically takes you to your e-mail program and loads the customer's e-mail address. When you have finished entering the desired information, click **Save**  on the toolbar to save the information. You can now enter another customer if required.

Note: If you want to scan customer card numbers at the checkstand, the customer card numbers must be preceded by 004 and must be a total of 13 digits (for example, 0040001234567). 004 prefix is the default prefix – this default can be changed through the **POS Information** function.

Maintain Customer Data (continued)

To edit a customer, click **Edit**  on the toolbar. You can search for customers by Customer Card Number, Driver's License, or by Name. To search by Card Number, enter the customer's card number into the **Search by Card No** field. To search by name, click **Search**  on the toolbar. A search form is displayed allowing you to search for customers by name, driver's license or card number. Partial search criteria can be entered, for example, entering "Ja" will display customers Jackson, James, etc. Select a customer by clicking the appropriate customer and clicking **OK**. When you have selected a customer, you can edit the data related to that customer. Click **Show Bad Check History**  on the toolbar to display a list of bad checks written by the customer.

To delete a customer, click **Delete**  on the toolbar. A customer can only be deleted if the customer does not have any sales data associated with it or any bad checks with any outstanding balances. You can make the customer **inactive** if you cannot delete it.

Important: Whenever you add or update customer information, make sure you update the information to the checkstands using the **Synchronize Checkstands with Customers** function. This ensures that the checkstands have the current customer data in the event that the checkstands need to operate in stand-alone mode.

Customer Rewards

RETAIL™ has various ways to reward your customers. The following is a list of functions that can be used within RETAIL™:

- Customer Discounts
- Pricing Levels
- Frequent Shopper Points
- Electronic Coupons

Customer Discounts

Customers can be given discounts by establishing discount levels within RETAIL™ and then assigning those discount levels to customers. The discount levels are entered using the **Discounts** tab in the **POS Information** function (refer to the **POS Information** topic in the **Back End Administration** section of this manual). When the discount levels have been entered, assign the discount level to the customer(s) through the **Discount** field on the **Customer Maintenance** function. When the customer Card Number is entered at the checkstand, the discount is automatically applied to the customer's order. The amount the customer saves is printed on the receipt.


Pricing Levels

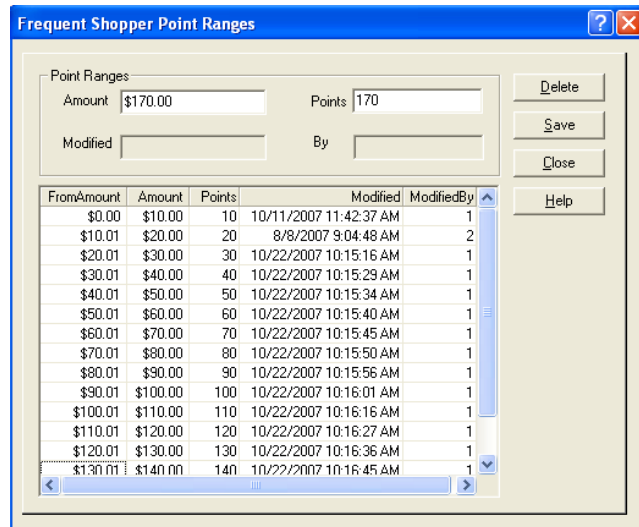
Customers can be assigned to different pricing arrangements by using the pricing level feature in RETAIL™. Ten different pricing levels can be supported. For each pricing level, simply determine which products should be affected and what the pricing should be. Then enter the pricing level for each product through the **Pricing Levels** button in the toolbar of the **Product Maintenance** function. Next, assign the pricing level to the customer(s) through the **Pricing Level** field on the **Customer Maintenance** form. When the customer Card Number is entered or scanned at the checkstand, the pricing for the pricing level assigned is applied to the customer's order. The customer's savings amount is printed separately on the receipt preceded by a message that is user configurable through the **Pricing Levels Message** field in the **POS Information** function.

Manage Customers (continued)

Frequent Shopper Points

A reward system based on points earned is supported with RETAIL™. Establish ranges based on purchase amount for the points to be awarded using the **Frequent Shopper Ranges** function. Through this form, you can input different ranges of points to be awarded for purchases up to a certain level. For example, to reward a customer who purchased \$100 of goods with 50 points, type \$100 in the **Amount** field and 50 into the **Points** field. When the ranges have been established, check the **Frequent Shopper** field in the **Customer Maintenance** form to allow a customer to begin accumulating points. When the customer's Card Number is scanned or entered at the checkstand, points are awarded to the customer automatically. The number of points awarded is printed on the receipt preceded by a message that can be configured through the **Pricing Levels Message** field in **POS Information** function.

The **Redeem Customer's Frequent Shopper Points** form is used to redeem points for customers. This form is accessed when the **Redeem Shopper Points**  is clicked on the toolbar from the **Customer Maintenance** form. Type the number of points to redeem in the **Redeem Points** field, select a **Date** and enter a reason for the redemption in the **Comments** field. Click on the **Apply** button to apply the changes and the customer's points will be adjusted based on the points redeemed.



Frequent Shopper Point Ranges

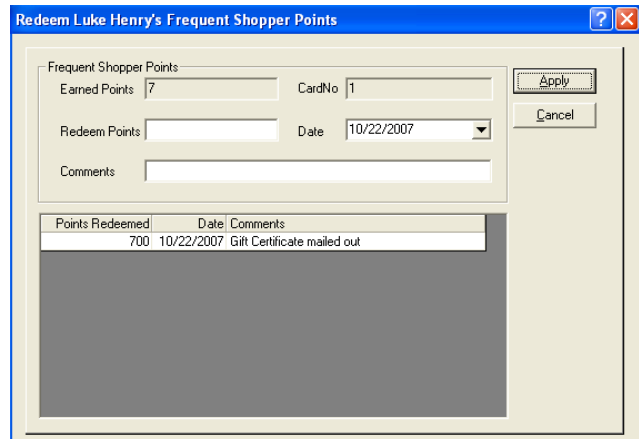
Point Ranges

Amount: \$170.00 Points: 170

Modified: By:

Buttons: Delete, Save, Close, Help

FromAmount	Amount	Points	Modified	ModifiedBy
\$0.00	\$10.00	10	10/11/2007 11:42:37 AM	1
\$10.01	\$20.00	20	8/8/2007 9:04:48 AM	2
\$20.01	\$30.00	30	10/22/2007 10:15:16 AM	1
\$30.01	\$40.00	40	10/22/2007 10:15:29 AM	1
\$40.01	\$50.00	50	10/22/2007 10:15:34 AM	1
\$50.01	\$60.00	60	10/22/2007 10:15:40 AM	1
\$60.01	\$70.00	70	10/22/2007 10:15:45 AM	1
\$70.01	\$80.00	80	10/22/2007 10:15:50 AM	1
\$80.01	\$90.00	90	10/22/2007 10:15:56 AM	1
\$90.01	\$100.00	100	10/22/2007 10:16:01 AM	1
\$100.01	\$110.00	110	10/22/2007 10:16:16 AM	1
\$110.01	\$120.00	120	10/22/2007 10:16:27 AM	1
\$120.01	\$130.00	130	10/22/2007 10:16:36 AM	1
\$130.01	\$140.00	140	10/22/2007 10:16:45 AM	1



Redeem Luke Henry's Frequent Shopper Points

Frequent Shopper Points

Earned Points: 7 CardNo: 1

Redeem Points: Date: 10/22/2007

Comments:

Buttons: Apply, Cancel


Points Redeemed	Date	Comments
700	10/22/2007	Gift Certificate mailed out

Note: Points for all customers can be reset to a certain level by using the **Reset Frequent Shopper Points** function. This could be used to support a special promotion where all customers need to start from a specific point.

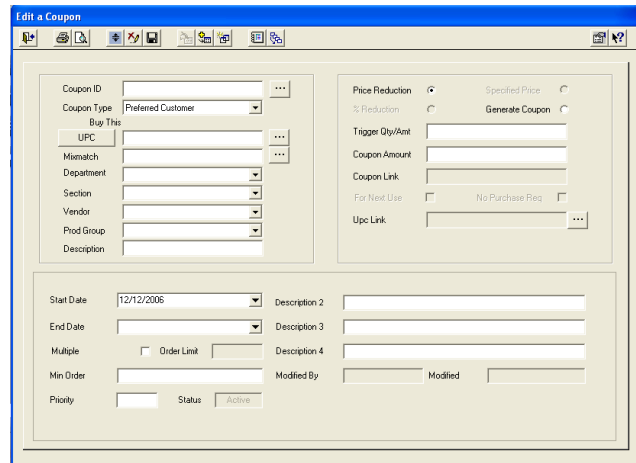
Electronic Coupons

RETAIL™ gives you the ability to create Electronic Coupons for your customers either for their current purchase or for their next purchase. The coupons are processed automatically through the Checkstand when the customer's Card Number is scanned or entered.

NOTE: If you would like electronic coupons to be applied to all customers, with or without a customer card, go to POS Information. Select "Yes" in the field "E. Coupons for All"

Open **Electronic Coupons**. Press **Add**  on the toolbar. You can now enter the information related to the coupon you want to add.

The various criteria entered for the coupon are as follows:



Triggers

The various fields contained in the left portion of the coupon form, are the fields available to trigger the use of the coupon at the checkstand. Coupons can be triggered based one of the following:

- Purchase of a specific product (UPC)
- Purchase of a product that belongs to a specific mix match group (Mix Match)
- Purchase of a product that belongs to a specific Department, Section, or Vendor
- Purchase of a product that belongs to a specific Product Group. A separate coupon is created for each UPC in the product group.
- Purchase of a specified quantity of items in a "Coupon Group". The group is created when "Pick Quantity" is chosen as the coupon type.

When a trigger is entered, the **Description** field is automatically set. You can override the description by typing in a new value in the field. The description is printed on the receipt when the coupon is triggered on the checkstand.

Coupon Type

Six Coupon types are supported:

- **Preferred Customer** – coupon is applied to all preferred customers (Type = PC in Customer Maintenance function)
- **Target Customer** – coupon is applied to a specific customer or customers. Card number of each customer is required. When selected, a form is displayed allowing selection/entry of one or more customers to which the coupon is assigned. In edit mode, an **Ellipse** (...) is displayed which allows viewing of the customers selected
- **Linked Coupon** – coupon is allowed to link another coupon. This type of coupon would be generated when the coupon it is linked to is triggered. Instead of the customer receiving a discount on the item being purchased, the customer would receive a coupon for a different product either being purchased in the same order or purchased in the future
- **BOGO** – Buy One Get One Free. This type of coupons allows any customer to purchase one selected item and get the second item free. This type of coupon is not dependent on a customer card number.
- **Pick Quantity** – Pick a specified quantity and receive all for a reduced price. This type of pricing is commonly used for random weight meat items (buy 5 packages of meat for 20.00). Or, a free item may be rewarded after the quantity has been purchased.
- **Total Order** – A dollar amount or percentage off the order after the Minimum Order is reached. Or, award an item free after the minimum order is reached.

If Pick Quantity is chosen as the Coupon Type, the form will change to display the Trigger Price From and Trigger Price To. From the Group Name, select <Add New Group>. An item can only belong to one coupon group, and a Coupon Group can only have one coupon.

On the right side, the field “Free Item” appears. Free items can be applied to Pick Quantity or Total Order coupons.

You will need to create a Coupon Group for Pick Quantity coupons. Add a coupon group Description and press Save. Select the products you want in the group by entering the UPC code, items code, manufacturer code, or selecting the product group. Or, you can use the Retail Power Search part of the form to look for products by description, department, or price, for example. Press the arrow buttons to send the Products you want to the Product Group side.

You can flag one or more of the products in the group to be “Required” by pressing the Show Required Product button. This will enforce that the customer buys the item flagged “Required”.

Coupon Method/Amount

The **Coupon Method** field defines to the system what coupon reimbursement method is given to the customer. The available methods are defined as follows:

- Price Reduction – reduces the price of the item by a set amount
- % Reduction – reduces the price of the item by a set percentage
- Specified Price – replaces the price of the item with the price specified
- Generate Coupon – generates a coupon for use in the current order or a future order

The Coupon Method options that are available depend on the type of trigger selected for the coupon.

Trigger Type	Coupon Methods Available
UPC, Mix Match	Price Reduction, Specified Price, Generate Coupon
Department, Section, Vendor	Price Reduction, % Reduction, Generate Coupon
Product Group	Price Reduction, Generate Coupon

The **Coupon Amount** field defines to the system the amount of the discount that is given when the coupon is triggered. The coupon amount is dependent on the **Coupon Method** selected.

Coupon Method	Amount Entered
Price Reduction	Amount that is deducted from the price of the product
Specified Price	Price that is used in place of the price of the product
% Reduction	Percentage that price of product is reduced by
Generate Coupon	Entry of an amount is not allowed

Trigger Qty/Amount

Each coupon must have a trigger quantity or amount defined. This indicates to the system the quantity or amount that must be purchased in order for the coupon to be triggered. The entry of a quantity or an amount is dependent on the trigger type of the coupon

Trigger Type	Quantity or Amount
UPC, Mix Match, Product Group	Quantity of product which must be purchased before coupon is triggered
Department, Section, Vendor	Amount (\$) that must be purchased before the coupon is triggered

Coupon Link/Next Use

Coupon Link and **Next Use** fields are only used for **Generated Coupons**. When you select **Generate Coupon** as the coupon method, you must specify which coupon (coupon link) should be generated when the coupon is triggered. To select a Coupon Link, either type in the Coupon ID or click ellipse button to display a list of coupons to select from (only coupons with a Coupon Type of Linked Coupon can be specified as the Coupon Link)

The Next Use field indicates to the system if the coupon being generated can be used immediately (on the current customer order) or for use on customer's next visit. Leave the field blank if the coupon is to be used in the current order or check (☒) the field if the coupon will be available for use on a future order.

Electronic Coupons (continued)

Example of a Generated Coupon: you want to have customer who purchases cola have a free coupon for chips if they purchase chips.

1. First setup the **Linked** coupon for "Free chips"

Trigger	UPC – Chips
Coupon Type	Linked Coupon
Coupon Method	Price Reduction
Trigger Qty	1
Coupon Amount	Purchase Price of Chips
Description	"Free Chips"

2. Next setup the **Generating** coupon for Cola

Trigger	UPC – Cola
Coupon Type	Preferred Customer
Coupon Method	Generate Coupon
Trigger Qty	1
Coupon Link	Coupon ID of "Free Chips" Coupon
Next Use	<input checked="" type="checkbox"/> - Coupon will be given on next visit if customer buys chips Blank – Coupon will be give in current order if customer buys chips
Description(s)	Enter one or more descriptions that should be printed at the bottom of the receipt. The descriptions are printed if the coupon has been flagged for Next Use .

When the customer purchases Cola, a "Free Chips" coupon is generated. Depending on the **Next Use** flag, when the customer purchases chips, the "Free Chips" coupon is awarded to the customer either on the current order or on a future order.

Note: If a coupon is not flagged for **Next Use**, the linked coupon (for example, "Free Chips") is only available for use during the customer's current visit. If the customer does not buy the chips, the coupon is no longer available for use.

Restrictions

Certain restrictions can be entered regarding the coupon. Restrictions include:

Restriction	Description
Start and End dates	Limits when the coupon can be used
Multiple	Indicates if coupon can be used more than once (can only be changed for Target Customer coupons)
Order Limit	Limits the number of times a coupon can be used in an order
Min Order	The minimum amount of the order before the coupon is awarded. This field is also used for Total Order coupons.

UPC Link

The **UPC Link** field can be used to track the losses generated by a coupon. When a coupon is applied, the amount lost is tracked against the **Department** assigned to the **UPC Link**.


UPC Links for electronic coupons are assigned at the Department level. In the **Department Maintenance** function, the UPC Link for electronic coupons is entered in the **Electronic Coupon Link** field (under **Miscellaneous** tab). The UPC Link is an actual product setup in the **Product Maintenance** function where it is assigned a department to which you would like the coupon loss reported.



When the coupon is added or the trigger criteria are changed, the UPC Link is automatically assigned to the electronic coupon. The UPC link assigned is based on the Department of the trigger criteria entered (for example, if you enter UPC 1 as the trigger, the department assigned to UPC 1 is used to determine the UPC Link).


Thus, separate departments can be set up to track coupon losses. One or more UPC Links can be set up in the system and assigned to these coupon loss departments. The coupon loss departments are then displayed in the **Store Sales** function reporting the losses due to electronic coupons.

Click **Save**  from the toolbar to save the information.


Edit/Delete Coupons

To edit a coupon, click **Edit**  from the toolbar. Type in a specific Coupon ID or search for a coupon by clicking ellipse button (...) located next to the **Coupon ID** field.

A list of coupons matching certain criteria can be displayed at the bottom of the form. Click **Coupon Settings**  from the toolbar to enter in the criteria (**Display Filter** section) that would affect the list of coupons displayed. When the criterion has been set, display a list of coupons by clicking **Show/Hide Coupon List**  from the toolbar. A list of coupons is displayed in the bottom portion of the form. You can scroll through the coupons by using the scroll arrows located to the right of the list. Select a coupon to edit from the list by double-clicking the coupon.

To delete a coupon, click **Delete**  from the toolbar. RETAIL™ will allow you to delete a coupon if the coupon is not attached to another coupon.


Coupon Movement

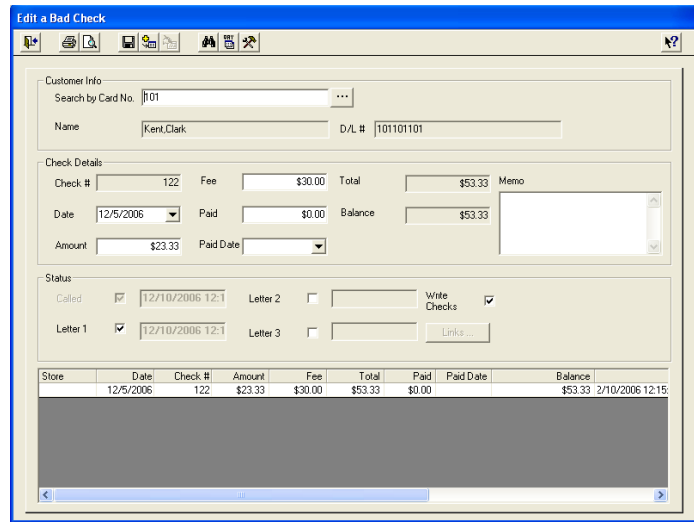
Coupon Movement (usage) can be viewed for a specific coupon or group of coupons. Coupon Movement for a specific coupon can be viewed by clicking **Coupon Movement**  from the toolbar. This displays the coupon movement for the specific coupon that is edited.

You can also display coupon movement for a group of coupons by accessing the **Electronic Coupon Movement** function from the main menu. Enter in the criteria desired (specific coupon, department, date range) and click **Movement**. The data can be displayed in **Summary** (totals by coupon) or **Detail** (display totals by customer for each coupon) format by selecting a Report Type.



Track Bad Checks


Bad checks can be a problem for retailers. RETAIL™ gives you the ability to track customer bad checks and automatically produce bad check notification letters. The system can also warn the checkstands of any customer trying to write checks that have had their check writing privileges removed. Select the **Bad Check Maintenance** function on the **Customers** menu.

To add a bad check, click **Add**  from the toolbar. The first thing to do is select the customer who wrote the bad check. You can search for customers by **Customer Card number**, **Driver's License** or by **Last Name**.



Store	Date	Check #	Amount	Fee	Total	Paid	Paid Date	Balance
	12/5/2006	122	\$23.33	\$30.00	\$53.33	\$0.00		\$53.33

Type the customer's card number in the **Search by Card No** field. To search by name or driver's license, Birth Date, City, or many other options, click **Search**  from the toolbar. Select a customer by clicking the correct name and clicking **OK**. When you have selected the customer, a list of bad checks is displayed in the bottom portion of the form. You can now enter the remainder of the information for the bad check. Click **Save**  from the toolbar to save the information.

To edit a bad check, click **Edit**  from the toolbar. Select the customer. To edit a check, double-click a check listed on the bottom portion of the form.

To generate notification letters to the customer, select which letter you want to send by clicking the box to the right of one of the letter selections (for example, Letter 1, 2, 3). This allows you to view and/or print the letter. The system also captures the date and time the letter was sent.

NOTE: Microsoft Word must be installed in order to print the letters.


Note: To disable check writing privileges for a customer, make sure the **Write Checks** field is not selected both on this form and on the **Customer Maintenance** form. The program also allows you to update any customer that is linked to the customer being modified.

Manage Customers (continued)


Track Customer Sales

How about Customer sales? Who are your best customers? The answers are at your fingertips. RETAIL™ tracks sales by customer automatically. To view customer sales, select the **Show Customer Sales** function of the **Store Sales** section on the **Point of Sales** menu. The **Show Customer Sales** form is displayed.

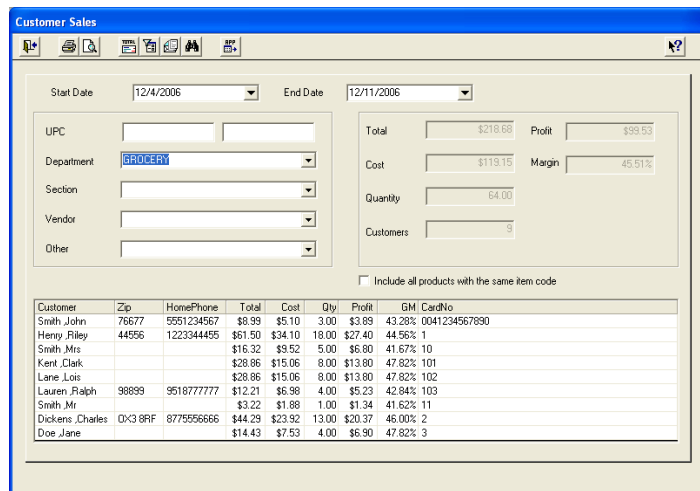
Enter the start and end dates for the time period you want to view (for example, 06/1/2010 to 12/31/2010). Now click the down arrow next to **Other**, select **Total Store** from the list and then click **Execute Query** in the toolbar. RETAIL™ gets your customers and sums their purchases for the time period. The sales information is

listed in the bottom portion of the screen. Click **Include Related Products** to include items related by item code or pricing product group. Click **Sales Filter**  to refine the data you have selected. The Sales filter allows you to apply specific criteria to the data displayed (for example, Profit > 10%, Total Sales < \$100.00) and allows you to sort the data in different ways.

You can also narrow down your search to a particular category (for example, specific products, department, section, and vendor). Click the down arrow next to one of the selections (for example, Dept, Section, and Vendor) to select from a list of items or select a specific product or range of products by typing the UPC code(s) in the fields to the left of the **UPC**. When you have selected the category you require, click the appropriate selection next to your selection. The customer sales data matching your selection is displayed.

Click **Group Customers**  from the toolbar on the **Customer Sales** form to group the customers in order to reward your best customers. By grouping selected customers, you can attach a Gift Certificate, Thank you letter, or Electronic Coupons to each customer in the group. This provides you the ability to target your best customers and reward them for their business.


Note: RETAIL™ also displays total figures for the category you have selected. The total figures are located to the right of the category selection (for example, Customers/Items, Purchases, and so on).



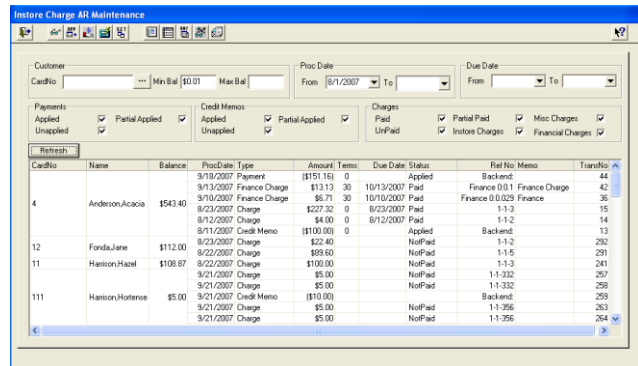
Customer	Zip	HomePhone	Total	Cost	Qty	Profit	GM	CardNo
Smith John	76677	5551234567	\$8.99	\$5.10	3.00	\$3.89	43.28%	0041234567890
Henry Riley	44556	1223344455	\$51.50	\$34.10	18.00	\$27.40	44.56%	1
Smith Mrs			\$16.32	\$9.52	5.00	\$6.80	41.67%	10
Kent Clark			\$28.86	\$15.06	8.00	\$13.80	47.82%	101
Lane Lois			\$28.86	\$15.06	8.00	\$13.80	47.82%	102
Lauren Ralph	98899	9518777777	\$12.21	\$6.98	4.00	\$5.23	42.84%	103
Smith Mr			\$3.22	\$1.88	1.00	\$1.34	41.62%	11
Dickens Charles	013 BRF	8775556666	\$44.29	\$23.92	13.00	\$20.37	46.00%	2
Doe Jane			\$14.43	\$7.53	4.00	\$6.90	47.82%	3

Manage Customers (continued)

Manage In-Store Charges

In-Store charges for a customer can be managed using the **In-store Charge Maintenance** form accessible from the **Customers** Menu or through  on the toolbar of the **Customer Maintenance** form.

All in-store charges or payments made through the Front End checkstands will be available for review through this form. Any additional charges or payments or miscellaneous entries can be added through this form. All entries pertaining to the customer are displayed in the bottom of the form.



CardNo	Name	Balance	ProcDate	Type	Amount	Terms	Due Date	Status	Ref No	Memo	TransNo
			5/18/2007	Payment	(\$151.16)	0		Applied		Backend	44
			9/13/2007	Finance Charge	\$13.13	30	10/13/2007	Paid	Finance 0.01	Finance Charge	42
			9/10/2007	Finance Charge	\$6.71	30	10/10/2007	Paid	Finance 0.0029	Finance	36
			8/23/2007	Charge	\$227.32	0	8/23/2007	Paid		1-1-3	15
			8/12/2007	Charge	\$4.00	0	8/12/2007	Paid		1-1-2	14
			8/11/2007	Credit Memo	(\$100.00)	0		Applied		Backend	13
12	Fonda,Jane	\$112.00	8/23/2007	Charge	\$22.40			NotPaid		1-1-2	292
			8/23/2007	Charge	\$89.60			NotPaid		1-1-5	291
11	Harrison,Hazel	\$108.87	8/22/2007	Charge	\$100.00			NotPaid		1-1-3	241
			9/21/2007	Charge	\$5.00			NotPaid		1-1-332	267
			9/21/2007	Charge	\$5.00			NotPaid		1-1-332	258
111	Harrison,Hortense	\$5.00	9/21/2007	Credit Memo	(\$10.00)			NotPaid		Backend	259
			9/21/2007	Charge	\$5.00			NotPaid		1-1-396	263
			9/21/2007	Charge	\$5.00			NotPaid		1-1-396	264


Note: Only the memo field can be modified for an entry. Offsetting entries must be added to adjust amounts. Click an entry in the list to make it available for edit.

To print a customer statement for a specific time period, click on the Statement button in the toolbar. This generates a **Statement of Accounts** that can be mailed to the selected customer for payment. Additional reports listing in-store charge activity and customer balances activity are also available.

Manage Products

Managing products is one of the most critical tasks within RETAIL™. Product information is the heart and soul of RETAIL™. This section explains the basic functionality within RETAIL™ supporting the management of products.

Maintain Products Data

Maintaining products data is done through the **Product Maintenance** of the **Point of Sales** menu. The **Edit a Product** form will be displayed: To add a product, click **Add**  on the toolbar.


You can now enter the information related to the product you want to add. Make sure to assign the product to the appropriate department, section, and vendor. When a department is selected, the attributes for the department are loaded to the product. The pricing information (for example, type of pricing that applies, price amount) for the product is also critical. Enter the pricing data for the normal pricing of the product and if necessary, any special pricing that is in effect for the product (type start and end dates for the special pricing).

For each type of pricing, you can click the down arrow next to the **Pricing Method** field and a list of pricing methods is displayed that you can choose. Click **Ellipse (...)** next to either of the price fields to pop-up the **Cost Calculator** form. The **Cost Calculator** allows you to perform what-if scenarios related to pricing, cost, and margins and applies the pricing information to the product.









Enter all other applicable POS related and attribute related data for the product on the main form. Other data for the product can be entered through different options accessible by clicking on the toolbar. These options include:



- Assigning a product to product groups – This option allows you to assign a product to a pricing product group and/or one or more reporting product groups. Pricing product groups streamlines the maintenance of products by allowing you to group like products together that share the same pricing information (for example, various flavors of Jell-O). When a pricing change is made to one product in the pricing group, the system prompts you to update all products in the pricing product group with the change. The use of pricing product groups simplifies the **Price Management** functions in RETAIL™. Refer to the **Product Grouping Updates** discussion in the **Product Maintenance** topic in the **Back End Detail Documentation** section.
- Entering pricing levels for a product - Enter different pricing levels (up to 10) for the product using the **Pricing Levels** tab (refer to the **Pricing Levels** topic in the **Customer Rewards** section above)
- Assigning additional vendors to a product – This option allows you to assign secondary vendors to a product and cost-related information for the vendor(s)
- Update inventory level (stock on hand) - Enter inventory-related data for the product including the initial quantity-on-hand (this is your initial/beginning inventory for the product). In edit mode, you can enter inventory adjustments (depleting or increasing) to the stock on hand
- Enter product kits - Enter in the products and quantities that make up the kit.




Maintain Products Data (continued)

When you have entered all the information for the product, click **Save**  on the toolbar to save the information. There are many other options accessible through the toolbar. Refer to the **Product Maintenance** topic in the **Back End Detail Documentation** section for more information on all the options available.



Note: Scan the product UPC codes to ensure they are entered correctly. While in the **Add** mode and with the cursor in the UPC field, scan the product and the UPC code should appear in the field. If you type the UPC codes, then follow the examples below.

<p>UPC Code - Type "A"</p> 	<p>UPC Code - Type "E"</p> 	<p>EAN13 Code</p> 	<p>EAN8 Code</p> 
			
<p>Enter in the leading digit as the first character of the UPC followed by the product code (in this case 12345678901)</p>	<p>Enter in the leading digit as the first character of the UPC followed by the product code (in this case 0123456)</p>	<p>Enter in the leading digit as the first character of the UPC followed by the product code (in this case 123456789012)</p>	<p>Enter in the product code only for this code (in this case 1234567)</p>

Products can also be added through the Front End module of RETAIL™. Any product added through the checkstand is flagged as "pending" in the system. This allows reviewing and finalizing the product on the Back End. To view a list of all of the "pending" products in the system, click **Get**  on the toolbar. The bottom portion of the form now lists all pending products that have been added from the checkstand but have to be finalized. Either finalize each product individually by clicking the product in the list or finalize all pending products at one time by clicking **Set**  on the toolbar. The **Set** function will only be accessible if a vendor is not required to enter in products (**Require a Vendor** option is set through the **System Information** function).


To edit a product, click **Edit**  on the toolbar. Type a specific UPC or search for a product by clicking **Ellipse** (...) next to the UPC field. When a product is selected, the information related to that product is displayed. To display a list of products, click **Hide/Show Product List**  on the toolbar. A list of products is displayed in the bottom portion of the form. You can scroll through the products by using the scroll arrows located to the right of the list. Select a product to edit from the list by double-clicking the product. Click **Settings**  on the toolbar to type the criteria affecting the products that is displayed in the product list. View all of the electronic coupons entered for the product, batches to which the product belongs, product movement, and pricing history by clicking the appropriate on the toolbar.

Maintain Products Data (continued)

If you like to print shelf labels for the products, click **Labels**  on the toolbar. This prints labels for all products that have a check mark in the **Label** field. If you prefer to export the product data to import into a separate label program, click **Export Labels**  on the toolbar. A file (ProductLabels.txt) is created containing product data for the products selected. This file can then be imported into any label-making program that supports importing of files.

Note: *Product labels do not include a barcode. If you would like to print labels with barcodes check to see if your printer supports downloading of fonts. Refer to your Printer User Manual about the fonts supported.*

Important: Whenever you add or update product information, make sure you update the information to the checkstands using the **Synchronize Checkstands with Products** function. The checkstand data is used when checkstands are operating in stand-alone mode.


To delete a product, click **Delete**  on the toolbar. RETAIL™ allows you to delete a product if the product has not been sold or ordered. If sales exist for the item, then the product can be flagged Inactive instead of Deleted. A product is not removed from the system until the **Synchronize Checkstands with Products** function has been executed.


Mass Product Changes

RETAIL™ also gives you the ability to make mass changes to entire categories of products. Access this function by selecting the **Mass Product Changes** function under the **Products** section on the **Point of Sales** menu.

Select a category of products (for example, department, section, vendor, other) by clicking the down arrow next to one of the selection fields to select from a list of items. When you have selected the appropriate category, the products are displayed in the bottom portion of the form. To enter data into a field, move the mouse pointer over the field name.

If the cursor changes from a pointer to a hand, then the field accepts entry of data. Click the field name and the field changes to allow input. Click the **Pricing** tab to make changes to the normal or special pricing for the products. Click the **POS Information** tab to make changes to the product (for example, to assign a mix match code, change the unit of measure). Click the **Attributes** tab to change attributes for the products selected (for example, change or set up a discount, or change the tax plan) and the **Percent** tab to increase or decrease the cost or unit price of the selected group.

Changes, with the exception of special pricing changes, are applied to the products file immediately. Click **Apply**  on the toolbar to apply your changes. The program requires that you apply the changes for each tab separately. If you are entering changes for more than one tab, click **Apply** before clicking any other tab.


Special pricing changes must be applied through a batch. To create a batch, click **Create Batch**  on the toolbar. Enter in a batch ID in the Batch ID field, press ENTER and type the start and ending dates. When the batch is created, it must be applied to the product file using the **Product Batches Maintenance** function. Click **Find a Batch** from the toolbar to locate the batch. When the batch is loaded to the screen, click **Apply** on the toolbar.


Note: Take care in using this task. If you click on Apply, the changes become permanent and cannot be reversed.

Note: Pricing changes will only update the unit price (normal or special) for a product. If a product using a pricing method other than unit price, the group price is not affected. Prices for products using split price as the pricing method is not updated (since a unit price does not exist for these products).

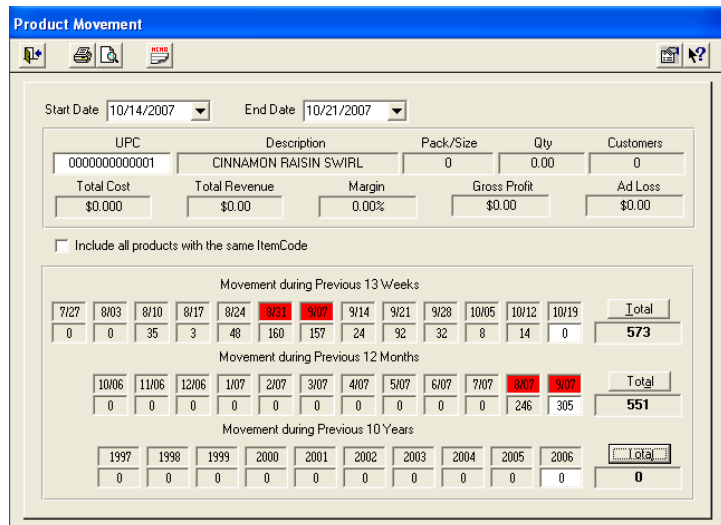
Note: An audit trail of changes performed by the **Mass Product Changes** function is kept in the User Activity Log. Access this log by using the **View System Log Files** function under the **Administration** menu.

Track Product Movement

Tracking product movement is critical for retailers to enable them to make important decisions related to the products they offer. RETAIL™ displays product movement for a specific product. Access this function either by clicking **Product Movement**  on the toolbar while editing a product or by selecting the **Show Product Movement** function under the **STORE SALES** section of the **Point of Sales** menu.


Product movement can be shown for any time period you wish. Simply enter the start and end dates for the time period desired and press . The product movement for the time period you entered is displayed in the upper portion of the form. You can also display

product movement for the past 13 weeks, or the past 12 months or even the past 10 years. Simply click **Total** to the right of the time frame you wish and the product movement is displayed. To include totals for products having the same item code as the product selected, click **Include all products with the same item code** field.



The screenshot shows the 'Product Movement' window. At the top, there are fields for 'Start Date' (10/14/2007) and 'End Date' (10/21/2007). Below these are fields for 'UPC' (0000000000001), 'Description' (CINNAMON RAISIN SWIRL), 'Pack/Size' (0), 'Qty' (0.00), and 'Customers' (0). A summary section shows 'Total Cost' (\$0.00), 'Total Revenue' (\$0.00), 'Margin' (0.00%), 'Gross Profit' (\$0.00), and 'Ad Loss' (\$0.00). There is a checkbox for 'Include all products with the same ItemCode'. Below this are three tables showing movement over different periods: 'Movement during Previous 13 Weeks', 'Movement during Previous 12 Months', and 'Movement during Previous 10 Years'. Each table has columns for specific dates and a 'Total' column. The 13-week table shows a total of 573. The 12-month table shows a total of 551. The 10-year table shows a total of 0.

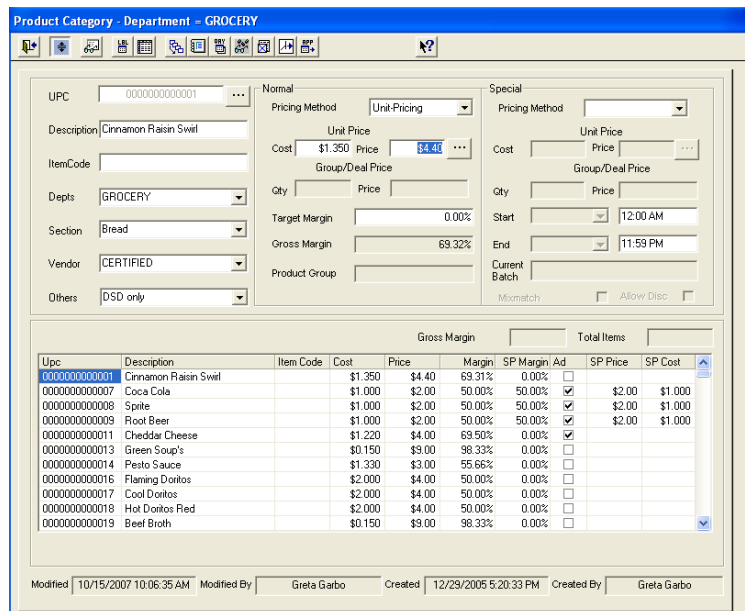
Analyze Product Categories

RETAIL™ also gives you the ability to analyze categories of products. Access this function either by clicking **Analyze Product Category**  when editing a product in the **Product Maintenance** function or by selecting the **Analyze Product Categories** function under the **PRODUCTS** section of the **Point of Sales** menu.

From this form, you can analyze a particular product or category of products. To analyze a particular product enter the UPC code of the product in the UPC field and press {ENTER}. If you would like to select a category of products (for example, department, section, vendor), click the down arrow next to one of the selections (Dept, Section, Vendor) to select from a list of items. When you have made your

selection, press the **Execute Query**  button.

Statistical data for products matching your selection is displayed in the bottom portion of the screen. Total data including gross margin and total items for the category you selected is displayed in the upper portion of the form.



The screenshot shows the 'Product Category - Department = GROCERY' window. It has fields for 'UPC' (0000000000001), 'Description' (Cinnamon Raisin Swirl), 'ItemCode', 'Depts' (GROCERY), 'Section' (Bread), 'Vendor' (CERTIFIED), and 'Others' (DSD only). There are sections for 'Normal' and 'Special' pricing methods, including 'Unit Price', 'Cost', 'Price', 'Group/Deal Price', 'Qty', 'Price', 'Target Margin', 'Gross Margin', 'Product Group', 'Start', 'End', 'Current Batch', 'Mismatch', and 'Allow Disc'. Below these is a table with columns: 'Upc', 'Description', 'Item Code', 'Cost', 'Price', 'Margin', 'SP Margin', 'Ad', 'SP Price', and 'SP Cost'. The table lists various products like Coca Cola, Sprite, Root Beer, Cheddar Cheese, Green Soup's, Pesto Sauce, Flaming Doritos, Cool Doritos, Hot Doritos Red, and Beef Broth. At the bottom, there are fields for 'Modified' (10/15/2007 10:06:35 AM), 'Modified By' (Greta Garbo), 'Created' (12/29/2006 5:20:33 PM), and 'Created By' (Greta Garbo).

Manage Products (continued)

Track Product Sales

How about Product sales? What are your best products? To view product sales select the **Show Product Sales** function under the **STORE SALES** section of the **Point of Sales** menu.

You can display product sales for a specific product or for a particular category (for example, department, section, vendor, total store). Enter the start and end dates for the time period you want. Then, either click the down arrow next to one of the selections (for example, Dept, Section, Vendor, Other) to select from a list of items or select a specific product by typing the UPC code in the field to the left of the **UPC**. When you have selected the category you wish, press the **Execute Query** button in the toolbar.

The Product Sales window displays filters for Start Date (8/1/2007) and End Date (10/21/2007). It includes fields for UPC, Department (GROCERY), Section, Vendor, and Others. Summary statistics on the right show Total (\$2,612.70), Profit (\$1,642.95), Cost (\$969.76), Margin (62.88%), Quantity (1047.00), and Transactions (677). A table at the bottom lists items with columns: Upc, Item Code, Description, Cost, Price, Qty, TotalCost, Profit, GM, Customer, and Revenue.

Upc	Item Code	Description	Cost	Price	Qty	TotalCost	Profit	GM	Customer	Revenue
00000000000001		Cinnamon Raisin Swirl	\$1.35	\$4.40	573.00	\$450.90	\$707.66	61.09%	421	\$1,158.66
00000000000007		Coca Cola	\$2.00	\$4.00	77.00	\$50.90	\$82.72	61.91%	35	\$133.62
00000000000008		Sprite	\$2.00	\$4.00	38.00	\$3.00	\$44.14	93.64%	33	\$47.14
00000000000009		Front Beer	\$2.00	\$4.00	61.00	\$141.40	\$280.00	56.45%	23	\$421.40
00000000000011		Cheddar Cheese	\$1.22	\$4.00	40.00	\$80.00	\$11.27	12.35%	20	\$91.27
00000000000013		Green Soup's	\$0.15	\$9.00	57.00	\$15.08	\$39.59	72.43%	34	\$54.66
00000000000014		Pesto Sauce	\$1.33	\$3.00	39.00	\$11.48	\$33.74	74.62%	28	\$45.21
00000000000016		Flaming Doritos	\$2.00	\$4.00	28.00	\$7.88	\$13.81	232.75%	15	\$5.93
00000000000017		Cool Doritos	\$2.00	\$4.00	19.00	\$18.60	\$87.25	82.43%	11	\$105.85
00000000000018		Hot Doritos Red	\$2.00	\$4.00	1.00	\$2.33	\$1.11	32.27%	1	\$3.44
00000000000019		Beef Broth	\$0.15	\$9.00	22.00	\$110.00	\$110.00	50.00%	4	\$220.00
00000000000023		Bazooka Gum	\$1.00	\$1.55	3.00	\$3.00	\$2.97	49.75%	3	\$5.97
000000000000100		Macadamia	\$1.00	\$1.52	10.00	\$20.00	\$89.90	81.81%	7	\$109.90

Sales data for products matching your selection will now be displayed in the bottom portion of the form. Click **Include Related Products** field to include sales for any products having the same item code as products selected. Click **Sales Filter** to refine the data you have selected. The Sales filter allows you to apply specific criteria to the data displayed (for example, Quantity < 10, Revenue > \$100.00) and allows you to sort the data in different ways.

Note: RETAIL™ also displays total figures for the category you have selected. The total figures are located to the right of the category selection (for example, Gross Profit, Number of Customers, and so on.).

Enter Product Batches

RETAIL™ gives you the capability to create product changes for an ad or to create a batch of product changes for multiple products, or to review a previous ad/batch. Select the **Product Batches Maintenance** function under the **PRODUCTS** section of the **Point of Sales** menu.

RETAIL™ allows you to create three types of batches: **Normal Price Change**, **Ad Batches**, or **Pull Shelf Tags**. A Normal price change batch is used to make a permanent price change, on a group of products. An Ad batch is used to invoke special (temporary) changes to a group of products that would be in effect for a period. Pull Shelf Tags is used to print labels for items when the sale has expired.


The Product Batches window shows a Batch ID (NNP_0925141409-003) and a New Item and Non-Price Changes section with tabs for Pricing, POS Information, Attributes, and Sales. It includes fields for Special and Normal pricing methods, unit prices, costs, and quantities. A table at the bottom lists items with columns: Upc, Description, Item Code, Cost, Price, Margin, Vendor, Quantity, Profit, and Modified Fields From Corporate.





Upc	Description	Item Code	Cost	Price	Margin	Vendor	Quantity	Profit	Modified Fields From Corporate
000056770154	BUTERNUT GRD A DRK		\$0.00	\$10.99		1	0.0	\$0.00	
0003574214042	HV RANCH CRKS		\$0.00	\$12.89		1	0.0	\$0.00	
0003574214072	HLTH VAL GAR HERB OF		\$0.00	\$232.89		1	0.0	\$0.00	
0004125300310	NAPOLEON TERIYAKI OY		\$0.00	\$21.79		1	0.0	\$0.00	
0004316300883	ED A SONS BOUL		\$0.00	\$12.59		1	0.0	\$0.00	
0008411402730	KETTLE HAZELNUT BUT		\$0.00	\$37.99		1	0.0	\$0.00	
0005487104608	C/GEYSER POMEGR LEM		\$0.00	\$13.39		1	0.0	\$0.00	
0070887930007	ERIN BAKER DBL CHOC I		\$0.00	\$11.29		1	0.0	\$0.00	
0070887930010	ERIN BAKER OATMEAL F		\$0.00	\$11.29		1	0.0	\$0.00	
0072611906100	PASSPORT ARTICHOKE		\$0.00	\$12.79		1	0.0	\$0.00	

Manage Products (continued)

Enter Product Batches (continued)

To create a batch, type a batch ID in the Batch ID field and press {ENTER}, or, press the Add button in the toolbar. The Create New Batch dialogue box pops up. Select the Batch Type from the drop-down and enter the start and ending dates and times for the ad batch. For a Normal Price Change batch, only enter the Start Date. The dates cannot be selected for the Pull Shelf Tags batch. Now you are ready to begin entering products. Type the UPC code of a product for this batch and press {ENTER}. Now type the pricing information related to this product for this batch. Click the down arrow of the method field to produce a drop-down menu of several different pricing methods. Select the pricing method you wish and enter in the pricing information as it applies to this product. Click the **POS Information** tab to view information about the product. From this tab, you can specify a Mix Match code that would be in effect while the product is on ad (**Note:** The Mix Match code for the product resets to spaces when the ad has expired). Click **Attributes** tab and view attributes for the product. From this tab, you can indicate whether discounts should be allowed while the product is on ad by using the **Allow Discount** field. (Allow Discount may be set as the default from the System Information task). Products you enter are listed in the bottom portion of the screen. You can repeat this process for as many products as you like. If a product you enter belongs to a **Pricing Product Group**, the system prompts you to add all products belonging to the pricing product group to the batch. The use of pricing product groups simplifies the price management functions in RETAIL™.

To apply the batch to the products file, click **Apply**  on the toolbar. If the date of the batch is currently in effect, then the batch is updated to the products file immediately. If the date of the batch is a future date, then the batch will be scheduled for update and the products file will be updated on the appropriate date as part of a SQL job.

To get information for a past batch click **Find Batches**  and a list of batches are displayed. Select one of the batches from the list and a list of products for the batch are displayed in the bottom portion of the form. You can sort the list of products (either by Movement, Profit, Gross, or UPC) by clicking **Sort Products**  from the toolbar. If you want to look at a specific product, select it from the list by double-clicking the product. To analyze the product's activity, click **Sales** tab and then click **Quantity Sold** . The quantity sold for the past 13 weeks is displayed for your review. Click **Review Batches**  on the toolbar to view a list of all the batches that contain the product you are entering/editing. This allows you to identify any conflicts that might exist for the product.

Note: Use the Batch Priority Management function under the **PRODUCTS** section of the **Point of Sales** menu to manage and prioritize batches that have been entered.

Manage Inventory

Entering inventory counts, ordering goods, receiving goods, and analyzing your inventory are all important functions of managing your inventory. RETAIL™ provides you with the ability to perform all these functions in an automated fashion.

Enter Inventory Count


To be able to analyze your inventory, the first step required is to establish the beginning inventory (physical inventory) for the products. This function should be performed when a store first opens to establish the beginning inventory count for the products as well as periodically when physical inventory counts are performed. Select the **Inventory Count** function of the **Inventory** menu. The **Inventory Count** form is now displayed.

One advantage of RETAIL™'s Inventory Count application is that it allows you to take a physical count of your store's inventory over a period of several days. This is useful if the count needs to span several days.

Note: You should enter the product counts into the system the same day the count for the product is taken. The system stamps the date and time entered on the product count and uses this date to recalculate the net quantity-on-hand when you mark the ending inventory.

To begin entering an inventory count, type the Category that you wish to assign to the count (this can be the date of the inventory count if you wish) and press ENTER. Enter the UPC code of a product you have counted and press ENTER. Enter the quantity for the product in the Quantity field and press ENTER. The product is displayed in the bottom portion of the form. Continue this process until you have entered your counts.

Note: When you exit the form, the system will update the quantity-on-hand for each product based on the counts entered to that point.


Once you are completely done entering your inventory count (this could have spanned several days), you would want to mark the ending inventory to establish a baseline to be used when analyzing inventory. Click **Mark Ending Inventory**  to complete this process. The system confirms your request and asks you to enter an ending inventory date (this should be the ending date of the count). RETAIL™ recalculates the quantity for each product in the count; taking into account all receipts and sales through the close of business on the **ending date** you entered.

Note: RETAIL™ requires that the ending date you enter be the same date as a successful store close. If this is not the case, an error message appears.

Manage Inventory (continued)

Enter Inventory Count (continued)

The inventory count and ending date you enter is the basis for calculating inventory levels in the **Inventory Analysis** function. When using the **Inventory Analysis** function, the ending date can be used as a **Start Date** when calculating inventory or as a **Start and End Date** when calculating shrinkage. You can access previous counts that you've entered by clicking the down arrow next to the Category field. This will bring up a drop-down list of the inventory counts that currently exist in the system. Select the one you desire and the information related to the inventory count will be displayed.

To delete an inventory count, click **Delete**  in the toolbar. RETAIL™ deletes the inventory count and all of the associated product entries.


Manage Inventory (continued)




Order Goods


Ordering products is a critical function within the inventory system. RETAIL™ supports the ordering of goods through the entry of purchase orders. To enter a purchase order, select the **Open a New Purchase Order** function of the **Inventory** menu.

Select the vendor/supplier of the goods by clicking the down-arrow to the right of the Vendor field. This will bring up a drop-down list of all vendors in the system allowing you to select the one you desire. Once you've selected the vendor, the system will automatically generate the purchase order number. You can now enter the products you are ordering by entering in the UPC of the product into the UPC field. You can also enter in products using their item code by clicking the UPC and toggling to item code. Once you've entered a product, specific product information will be loaded to the form. To view the more detailed information, click on the Product Detail field. You are now ready to enter a purchase amount for the product.

Three purchase types are supported in RETAIL™: **Received** which is the normal type; **Free** indicates goods are being received for free (no charge); **Returned** indicates goods are being returned to the vendor which will result in a negative entry on the P.O. Enter in the quantity that applies to the product. Allowances for a product(s) will automatically be applied as products are entered. To view the allowances, click the Allowances next to the Allowance total field. As you enter the products, they will be listed on the bottom portion of the form.

Click **Cost Calculator**  to adjust a product's cost, price, and margin data. The calculator can be used to perform what-if scenarios in adjusting the cost and pricing data. Cost and pricing data can also be updated and applied to the product file from this function. When the Apply is clicked, the system will update the data in the product file. Only users with security access to the Product Maintenance function will have access to this function.

Click **Save**  in the toolbar to save the information. Click **Print Preview**  to preview a printout of the P.O. or click **Print**  to print the P.O.

To edit a purchase order, use the **Review a Purchase Order** function of the **Inventory** menu. Select the vendor that is on the P.O. you wish to modify. Once you have selected the vendor you will be able to select the P.O. you wish to modify by clicking the down-arrow next to the P.O. No. field. This will bring up a drop-down list of the purchase orders for the vendor that you can select. Once you've selected a P.O., the information related to the P.O. will be displayed. To edit a product listed, type the UPC number of the product into the UPC field and you will be able to modify the data for that product. To add a new product to the P.O., simply enter the UPC of the new product in the UPC field and the system will allow you to add the product. To enter adjustments to the P.O. click **Adjustment**  in the toolbar.


Manage Inventory (continued)

Receive Goods

When goods are on order, at some point they will need to be received. You can receive goods ordered by using the **Receive an Invoice** function of the **Inventory** menu.

First, select the vendor that is on the P.O. you wish to receive. Once you've selected the vendor select a P.O. by clicking the down-arrow next to the P.O. No. field. A drop-down list of P.O.s for the vendor will appear that you can select from. If you'd like to receive goods without a P.O., simply enter in the first UPC or Item Code (toggle by clicking the UPC) and the program will prompt you to create a P.O. Once a PO has been selected, the information related to the purchase order will be displayed.


Enter the UPC or Item code of the product in the **UPC/Item Code** field for which you want to receive goods. You will then be able to enter a received quantity for that product (refer to the **Order Goods** topic in the previous section in regards to **Purchase Types** that can be selected). Enter the received quantity for all the products individually or if you'd like to update the received quantity with the quantity ordered for all products, click **Receive as Ordered** on the toolbar. (Refer to the **Cost Calculator** function described in the **Order Goods** topic in the previous section)

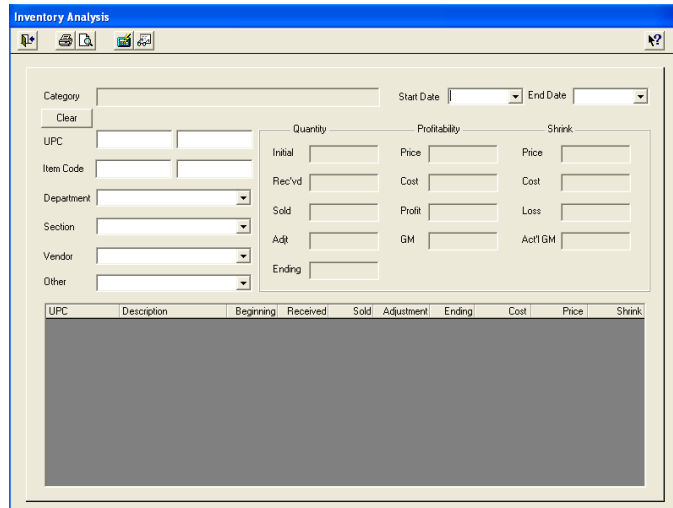
Once you have entered all of the received quantities, enter other information pertaining to the invoice (that is, Date, Invoice Number). As a last step, to update the received goods into inventory, click **Mark Invoice as Received**  in the toolbar.

Manage Inventory (continued)


Analyze Inventory

Once you've used RETAIL™ to establish your beginning inventory and to receive and sell goods, you will want to analyze your inventory. To do this, select the **Inventory Analysis** function of the **Inventory** menu.

Select a start date by clicking the down arrow next to the Start Date field (these are the dates of inventory counts that currently exist in the system). Enter an ending date or select one from the list by clicking the down arrow next to the End Date field. Select a particular product by entering in the UPC of the product in the UPC field and press {ENTER}. If you'd like to select a category of products, (for example, vendor, section, or department), click the down arrow next to one of the selection boxes (for example, Department, Section, Vendor, Other) to select from a drop-down list. To calculate the inventory for the category you selected, click the **Calculate Inventory** button  in the toolbar. The system will now list all of the products matching the category you selected in the bottom portion of the screen.



In the middle of the screen, you will see three columns of information displayed by the system: Quantity, Profitability and Shrink. Under the Quantity column, you'll be able to see your initial inventory (based on the inventory count entered matching the start date you specified), the number of items received, the number of items sold, the inventory adjustments (edit column) and your ending inventory. Under Profitability, you'll see your price, your cost, your profit and gross margin of your ending inventory. RETAIL™ calculates your ending inventory by taking the beginning inventory count plus the received invoices, minus the sold products.

To calculate any inventory shrink, click the **Calculate Shrink**  in the toolbar. The system will then search for an inventory count for the ending date you specified on this form. The inventory count will be displayed in the **Ending** inventory column on the form. This ending inventory count will be used to calculate the shrink. Under Shrink, you'll see your price, your cost, any loss of product and the actual margin of your ending inventory including your shrink.

Remember: You will not be able to use this function until an inventory count(s) is entered in the system. The system will search for an inventory count matching the start date you entered and use the inventory count as the initial/beginning inventory. To calculate shrink, the system will search for an inventory count matching the End Date you entered. Refer to the Enter Inventory Count topic covered earlier in this section

Manage Inventory (continued)

Allowances/Bill Backs

Enter in any vendor allowances and bill backs by using this form. Allowances will automatically be applied to any P.O. or invoice entered via the Back End module or the RETAIL™ Wireless module. The allowance amount will automatically reduce the PO or invoice amount when the product is entered.

Bill Backs and any amount due (in the form of rebates) from the vendor can be tracked. The amount due from the bill back is calculated by clicking **calculate** in the toolbar. The system will calculate the quantity sold of the product based on the most current product movement data available.

Edit an Allowance

Allowances | Bill Backs

UPC:

Product Group:

Description:

Item Code:

Pack/Size:

Vendor Name:

Allowance Desc.:

Start Date: End Date:

Sugg. Price: Case Cost:

Allowance: Net Cost:



UPC	Description	Item	StartDate	EndDate	Retail Price	Allowance	Vendor Name	Vendor	Created	Modified by
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Manage Employees

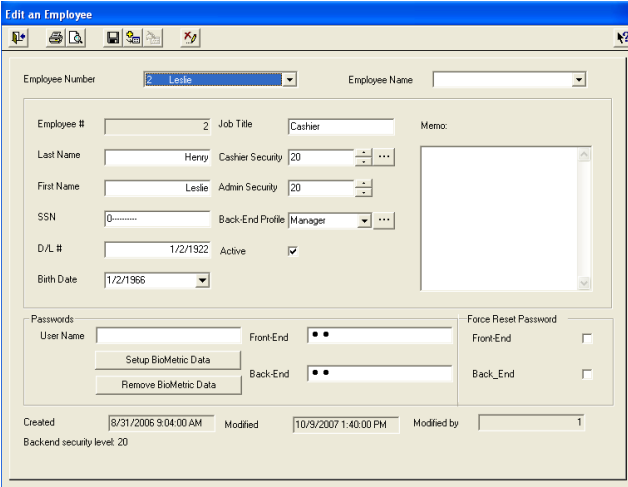
Employee data is necessary within RETAIL™ to grant users access to the system and to track employee performance statistics. This section will step the reader through the basic functionality within RETAIL™ that supports the setup of employee data.


Enter Employee Data


In order to maintain employee data using RETAIL™, select the **Employee Maintenance** function under the **MAINTENANCE** section of the **Administration** menu.

To *add an employee*, click the **Add**  in the toolbar. You can now enter the employee information. The employee # is automatically assigned by the system. This number is used in the system to track statistics on the employee and it appears on various reports and screens within the system. Make sure to set the security level of the employee based on the security levels established in the Security Administration function. To view the Security Administration data, click the  next to the Cashier Security

field. Also, make sure you enter the Front End password (grants access to the Front End module) and their Back End Password (grants access to the Back End module). The Birth Date of the employee will be used to verify the age of the employee when selling products that require age verification. Select a Back End Profile (only if the employee will have access to the Back End) from the drop-down list, or press the ellipsis button to the right of the field to access Profile Maintenance. Profiles are created in **Profile Maintenance** as a security measure. Employees can view and access only forms that have been assigned to them via Profile Maintenance. Click the **Save**  in the toolbar to save the information.



To edit an employee, click the **Edit**  in the toolbar. You can search for employees by employee number or by name. To search by employee #, click the down-arrow next to the “Employee Number” field. A drop down list of employee numbers will be displayed for you to select. To search by name, click the down-arrow next to the “Employee Name” field. A drop down list of employee names will be displayed for you to select.

To delete an employee, click the **Delete**  in the toolbar. You can also make an employee *inactive* by clicking off the **Active** check box. When an employee is inactive, access is denied to the Front End and/or Back End systems.

Remember: Whenever you add or update employee information, make sure you update the information to the checkstands using the **Synchronize Checkstands with Employees** function. RETAIL™ prompts the user to synchronize checkstands each time an employee has been added or modified.

Manage Employees (continued)

Review Checker Statistics

RETAIL™ also gives you the capability to review checker statistics for a particular time period. Select the **Till Statistics and Balancing** function under the **REGISTERS** section of the **Point of Sales** menu.

Once the form is displayed, enter or select the start date and end date for the time period you wish. Data for the first cashier for the time period selected will now be displayed on the form. You can display information for other cashiers by clicking the left or right scroll arrows next to the Cashier field. This will allow you to scroll through the statistics for the various cashiers that exist in the system. Reports are also available to assist you in monitoring checker performance.

The **Print Front End Service Report** and **Print Register Productivity Report** functions under the **REGISTERS** section of the **Administration** menu will allow you to print checkstand statistic reports. These functions give you the option of reviewing the reports on-line or of printing the reports.

Till Balancing	Actual	System	O/S
Cash	\$0.00	\$5,256.64	(\$5,256.64)
Check	\$0.00	\$177.21	(\$177.21)
Credit Card	\$0.00	\$0.00	\$0.00
Debit Card	\$0.00	\$0.00	\$0.00
Food Stamps	\$0.00	\$1,247.66	(\$1,247.66)
Coupons	\$0.00	\$44.40	(\$44.40)
InStore Charges	\$0.00	\$0.00	\$0.00
WIC	\$0.00	\$53.36	(\$53.36)
Store Coupons	\$0.00	\$0.00	\$0.00
Elec Foodstamps	\$0.00	\$0.00	\$0.00
Elec Cash	\$0.00	\$0.00	\$0.00
Peso	\$0.00	(\$8.00)	\$8.00
Canadian	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$6,768.77	(\$6,768.77)

Till Statistics	
Gross Sales	\$6,754.77
Avg Order	\$17.59
Customers	384
Items	1,601.00
Items Scanned	1,545.00
% Scanned	96.50%
Rings / Min	84.59
Refunds	\$252.55
Voids	\$455.87
Paid Ins	\$0.00
Paid Outs	\$0.00
Recvd On Acct	\$20.00
Over / Shorts	(\$6,768.77)
Last Balanced	10/22/2007 1:44:02 PM
Coupons	\$44.40
Coupon Count	26
Dbl Coupons	\$6.00
Dbl Coupon Count	5

Monitor Tills

RETAIL™ also gives you the capability to view till activity for each cashier in real time and also to perform tender pickups from the tills from the back office. Select the **Monitor Till** function from the **Administration** menu.

This form will display current tender totals for each cashier and whether the cashier is active or inactive. Click the Time to configure the amount of time used to determine if a cashier is inactive. To display active cashiers only, select the **Active Cashiers Only** check box.

Lane	Till	EmpNo	Cashier	Active	Reconc	Cash	Check	Credit Card	Debit Card	Food Stamps	Coupons	InStore Charge	WIC
3	3	1	Greta G.	Yes	No	\$594.34	\$0.00	\$0.00	\$0.00	\$21.15	\$0.00	\$0.00	
1	1	2	Leslie H.	No	No	\$55.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total:						\$639.66	\$0.00	\$0.00	\$0.00	\$21.16	\$0.00	\$0.00	

This form also allows pickups and loan-ins to be done to the checkstand from the Back End system. Highlight a cashier and click the **Pickup/Loan-In** from the toolbar. When the Pickup/Loan-in form displays, select Pickup or Loan In, fill in the desired amount for each tender (checks must be picked up in full) pickup, and press the "Print & Save" (this prints to a standard printer, not a receipt printer).

Note: The Monitor Till screen refreshes the data every 10 seconds.

Note: If the Till limit for a tender displayed has been exceeded, the information will display in blue. If the Mandatory Limit for a tender displayed has been exceeded, the information will display in red.

Manage Employees (continued)

Monitor Checkstands

RETAIL™ gives you the ability to monitor checkstand transactions as they are occurring. This function will also give you a current till status for the employee. Select the **Monitor Checkstands** function from the **Administration** menu.

Select a checkstand from the checkstands drop down box. The cashier's name will display in the lower left corner. The current order being rung up on the checkstand displays under the POS portion of the screen. Till Status information, Void and Refund information displays on the right portion of the screen.

Note: The Till Status information shows the total as of the time you enter the form. This data is not refreshed until the current order is tendered.

Item	Price
0000000000001 Cinnamon Raisin Swirl	\$4.40
0000000000002 Non-fat Milk	\$2.00
0000000000003 Chicken Eggs	\$6.00
0000000000004 Apricots	\$10.00
0000000000005 Crusty Wheat Rolls	\$3.00
0000000000123 Alpo Puppy Food	\$3.00
0000000000234 Science Diet Senior Dog	\$2.25
0000000000345 Mini Apple Pie	\$0.59
0000000000111 Fruit Gift Basket	\$50.00
0000000001111 Frozen Pizza	\$5.24
0000000000222 Horseradish	\$2.00
0000000001122 Crunchy Taco Shells	\$1.99
0000000001123 Soft Taco Shells	\$2.00
0000000001122 Crunchy Taco Shells	\$1.99
0000000001122 Crunchy Taco Shells	\$1.99
0000000000008 Sprite	\$2.00
0000000000009 Root Beer	\$2.00

CheckStands: **LESLIE**

Cash: \$55.32
Checks: \$0.00
FoodStamps: \$0.00
Credit Cards: \$0.00
ATM Cards: \$0.00

Till Status:
Refunds: 0 \$0.00
Voids: 0 \$0.00
Pickups: 0 \$0.00

Leslie Henry Current Total: \$100.45


Bookkeeping & Accounting

RETAIL™ gives you the capability to perform daily bookkeeping functions within the system. All of these functions should be performed on a **daily** basis. This can be done at any time regardless if the store close has completed. RETAIL™ will allow you to balance your tills, balance your safe, balance your cash-on-hand, and make bank deposits. The Bookkeeping tasks should be performed in the following sequence:





1. Balance all of the tills for the day using the **Till Statistics and Balancing** function (this can be done any time after the cashier has completed his/her shift.)
2. Enter all the bank deposits for the day using the **Make a Deposit** function (this can be done anytime throughout the day)
3. Balance the safe and store using the **Safe Statistics and Balancing** function
4. Review and compare the store sales with the tenders and verify the deposits made by using the **Balancing Overview** function.

Make Deposits

RETAIL™ provides you the capability of entering bank deposits made during different times of the day. The system will allow you to track deposits by deposit number. Each new deposit is assigned a consecutive number for the current day. Select the **Make a Bank Deposit** function form from within the **Safe Statistics and Balancing** task.

The form opens to the **Deposit Totals** tab for the same date as selected in the Safe Statistics dialogue. Any previously created deposits for the selected day will display in the beginning balance column. Enter a Deposit amount for any of the depositable Tenders (**Deposit** field in **Tender Maintenance**) or the deposit, with the exception of checks, including WIC (**Tender Type** = "CK" in **Tender Maintenance** function). The system will automatically load the checks that have been picked up and can be deposited. To view or edit check information, click the **Check List** tab. This tab allows you to view a list of checks for the current deposit and make any corrections to the current list of checks by using the Add, Edit or Delete functions. You may also select checks to be deposited in the next deposit by removing the check mark on one or more of the checks. When you are satisfied with the data you've entered, click the **Save**  in the toolbar to save the information.

Tenders	Beginning Balance	Deposit	Ending Balance
Cash	\$0.00	\$0.00	\$0.00
Check	\$0.00	\$0.00	\$0.00
WIC	\$0.00	\$0.00	\$0.00
Electronic Gift	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00

Use the **Review a Bank Deposit** function to view a previously created deposit, select the **Review a Bank Deposit** function under the **REGISTERS** section of **Point of Sales** menu. You can search for a deposit by clicking the **Find a Deposit**  in the toolbar. You can scroll through each deposit for the selected day by clicking the scroll arrows  next to the **Deposit No.** field. Click the **Print Preview**  or the **Print**  in the toolbar to view/print a bank deposit slip.

Note: No changes can be made from within the Review a Deposit task. All changes must be made by creating a negative or positive deposit to offset the error through the Make a Deposit function.

Note: Only deposits created with your own password are displayed through the Find a Deposit function unless your manager's security is above security level 10.)

Bookkeeping & Accounting (continued)

Balance Tills


RETAIL™ provides you the capability to balance your tills for every checker. Prior to using this function, you'll need to have the entire checkers countdown their tills manually for the day you wish to balance. Having these countdowns, you'll now be ready to balance. Select the **Till Statistics and Balancing** function under the **REGISTERS** section of the **Point of Sales** menu.

The system will automatically bring up the information for the first cashier. You will be able to scroll through the different cashiers and view their information by clicking the right and left scroll arrows located next to the Cashier field.

Till Balancing and Till Statistics information will be displayed on the form. The Till Statistics portion of the form will display various statistics for the checker for the time period specified.

Tender Name	Actual	System	O/S
Cash	\$0.00	\$83.27	(\$83.27)
Check	\$0.00	\$75.28	(\$75.28)
Credit Card	\$0.00	\$0.00	\$0.00
Debit Card	\$0.00	\$0.00	\$0.00
Food Stamps	\$0.00	\$0.00	\$0.00
Coupons	\$0.00	\$0.00	\$0.00
InStore Charges	\$0.00	\$0.00	\$0.00
WIC	\$0.00	\$0.00	\$0.00
Store Coupons	\$0.00	\$0.00	\$0.00
Elec Foodstamps	\$0.00	\$0.00	\$0.00
Elec Cash	\$0.00	\$0.00	\$0.00
Peso	\$0.00	\$0.00	\$0.00
Canadian	\$0.00	\$0.00	\$0.00
-	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$158.55	(\$158.55)

Till Statistics	
Gross Sales	\$158.55
Avg Order	\$19.82
Customers	8
Items	37.00
Items Scanned	37.00
% Scanned	100.00%
Rings / Min	17.27
Refunds	\$0.00
Voids	\$0.00
Paid Ins	\$0.00
Paid Outs	\$0.00
Recvd On Acct	\$0.00
Over / Shorts	(\$158.55)
Last Balanced	10/23/2007 2:10:15 PM
Coupons	\$0.00
Coupon Count	0
Dbl Coupons	\$0.00
Dbl Coupon Count	0

The Till Balancing portion of the form will allow you to balance the till for a specific day. The system calculated totals for the till would be displayed in the gray column labeled **System** of the Till Balancing portion of the form (see the form above). Enter the countdown information for the cashier in the white column labeled **Actual**. As you enter the information, RETAIL™ will calculate the over/shorts (variance) and display it in the gray column labeled **O/S**. Totals for each column will be displayed on the bottom portion of the form. When you are satisfied with the data you've entered, click the **Save**  in the toolbar to save the information.

Remember: Till balancing data for the current day is updated based on a specified interval (default is 10 minutes). If you need to re-enter cashier information press the Get in the toolbar. This will reload cashier information for the selected cashier.

Safe Statistics

RETAIL™ also provides you with the ability to balance the safe and balance the total store. Select the **Safe Statistics and Balancing** function under the **REGISTERS** section of the **Point of Sales** menu. The system will display current information on the form. The form is divided into two tabs: **Current Safe** and **Balance Information**.


The first tab, **Current Safe**, displays what is in your safe at any given time. The *Ending Safe* amount is calculated as follows (*Opening* safe balance + *Pickups* (checkstands) - *Loans* (checkstands) + *Reconciled* (Till Statistics) - *Deposits* (Make a Deposit).


	Opening	Adjustments	Pickups	Loans	Reconcile	Deposits	Ending
Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$6,924.85	\$6,924.85	\$0.00
Check	\$0.00	\$0.00	\$0.00	\$0.00	\$473.61	\$473.61	\$0.00
WIC	\$0.00	\$0.00	\$0.00	\$0.00	\$59.35	\$59.35	\$0.00
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$7,457.81	\$7,457.81	\$0.00

Note: click the *Help* button then *Adjustments*, *Pickups*, *Loans*, *Deposits* headings to view details related to these items.

Safe Statistics (continued)

The second tab, **Balance Information**, displays *System Generated Deposit* totals. This includes total sales and cashier reconciliation information based on the till statistics information entered into the system (refer to the *Balance Tills* section for more information). It also contains the actual deposit information based on deposits made using the **Make a Bank Deposit** function. The system takes into account any fluctuation in the safe in the "Safe Variance" field. The system will compare the amounts entered to the system generated deposit information and display any variance in the "Variance" field. When you are satisfied with the data you've entered, click **Save** in the toolbar

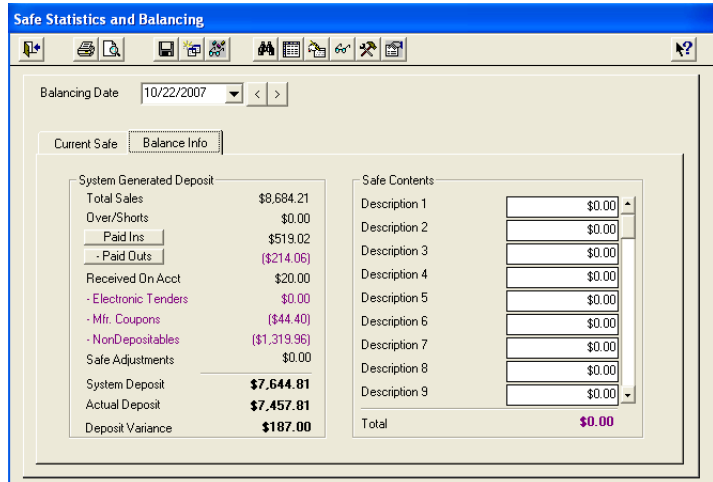
to save the information. Another portion of the Balance Information is the *Safe Contents* section. This allows you to enter the actual countdown of your safe. This amount can then be compared to the system generated *Ending Safe* amount. The labels displayed on the form can be changed to meet the needs of the user based on the types of currency kept in the safe. Click the **Change Labels**  to modify these labels. Up to 12 different currency labels can be entered to meet your needs.

Note: Adjustments can be made to the safe to change balances on specific tenders. This function would be used when moneys need to be added or removed from the safe. Click the *Safe Adjustments*  to access this feature.

Note: The system uses the previous day's ending safe amount as the starting point for the current day in order to calculate the safe variance.

Balancing Overview

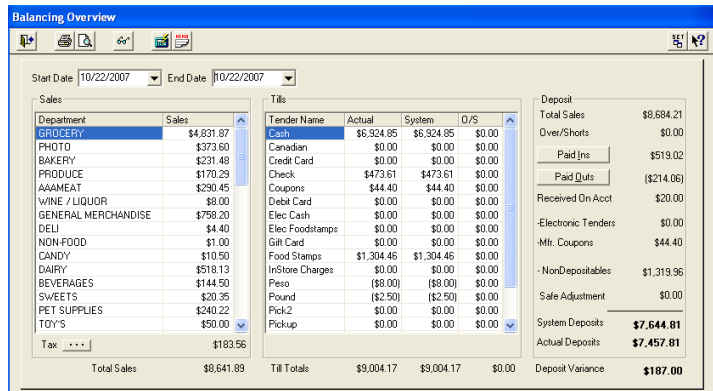
Select the Balancing Overview function under the **REGISTERS** section of the **Point of Sales** menu. This form will give you a complete financial picture at a glance. This form combines data from three different areas to give you a summary of the financial data. Once the form is displayed, information for the previous day will be displayed on the form (if you are balancing for the current day, enter the current day's date). The information on this form includes: *Store Sales* data, *System Generated Deposit* data from the Safe Statistics form, and *Till Statistics* totals from the Till Statistics and Balancing form.



The screenshot shows the 'Safe Statistics and Balancing' window with the 'Balance Info' tab selected. The 'Balancing Date' is set to 10/22/2007. The 'Current Safe' section shows the 'System Generated Deposit' with a total of \$7,644.81. The 'Safe Contents' section shows a list of descriptions with their respective amounts, totaling \$0.00.

System Generated Deposit	
Total Sales	\$8,684.21
Over/Shorts	\$0.00
- Paid Ins	\$519.02
- Paid Outs	(\$214.06)
Received On Acct	\$20.00
- Electronic Tenders	\$0.00
- Mfr. Coupons	(\$44.40)
- NonDepositables	(\$1,319.96)
Safe Adjustments	\$0.00
System Deposit	\$7,644.81
Actual Deposit	\$7,457.81
Deposit Variance	\$187.00

Safe Contents	
Description 1	\$0.00
Description 2	\$0.00
Description 3	\$0.00
Description 4	\$0.00
Description 5	\$0.00
Description 6	\$0.00
Description 7	\$0.00
Description 8	\$0.00
Description 9	\$0.00
Total	\$0.00






The screenshot shows the 'Balancing Overview' window. It displays 'Sales' data by department and 'Tills' data by tender name. The 'Start Date' and 'End Date' are both set to 10/22/2007. The 'Total Sales' is \$8,641.89, and the 'Till Totals' are \$9,004.17.

Sales	
Department	Sales
GROCEERY	\$4,831.67
PHOTO	\$373.60
BAKERY	\$231.48
PRODUCE	\$170.29
AAAMEAT	\$290.45
WINE / LIQUOR	\$8.00
GENERAL MERCHANDISE	\$758.20
DEU	\$4.40
NON-FOOD	\$1.00
CANDY	\$10.50
DAIRY	\$518.13
BEVERAGES	\$144.50
SWEETS	\$20.35
PET SUPPLIES	\$240.22
TOYS	\$50.00
Tax	\$183.56
Total Sales	\$8,641.89

Tills			
Tender Name	Actual	System	O/S
Cash	\$6,324.95	\$6,324.95	\$0.00
Canadian	\$0.00	\$0.00	\$0.00
Credit Card	\$0.00	\$0.00	\$0.00
Check	\$473.61	\$473.61	\$0.00
Coupons	\$44.40	\$44.40	\$0.00
Debit Card	\$0.00	\$0.00	\$0.00
Elec Cash	\$0.00	\$0.00	\$0.00
Elec Foodstamps	\$0.00	\$0.00	\$0.00
Gift Card	\$0.00	\$0.00	\$0.00
Food Stamps	\$1,304.46	\$1,304.46	\$0.00
InStore Charges	\$0.00	\$0.00	\$0.00
Peso	(\$8.00)	(\$8.00)	\$0.00
Pound	(\$2.50)	(\$2.50)	\$0.00
Pick-2	\$0.00	\$0.00	\$0.00
Pickup	\$0.00	\$0.00	\$0.00
Till Totals	\$9,004.17	\$9,004.17	\$0.00

Deposit	
Total Sales	\$8,684.21
Over/Shorts	\$0.00
- Paid Ins	\$519.02
- Paid Outs	(\$214.06)
Received On Acct	\$20.00
- Electronic Tenders	\$0.00
- Mfr. Coupons	\$44.40
- NonDepositables	\$1,319.96
Safe Adjustment	\$0.00
System Deposits	\$7,644.81
Actual Deposits	\$7,457.81
Deposit Variance	\$187.00

To preview or print a report of the information on the form, click the **Print Preview**  or the **Print**  in the toolbar. A report of the financial data will be available for you to review or print.

You may also view or print a summary of the discounts and coupons for the time period selected. Press  to view the report.

System Administration

Close the Store

The store close process is one of the most critical processes in RETAIL™. This process will transfer all of the checkstand transaction data from the Front End module to the SQL Databases and Back End module. It will also aggregate data that supports the various Back End processes. Normally, this process should be run on a daily basis after the store closes or in the case of a 24-hour store anytime during the day. If for some reason it is not run on a daily basis, then the process will allow you to catch up for the days missed. To execute the store close process, select the **Close Store** function of the **Administration** menu.

Click the Run Now button to start the store close process. When the store close process is complete, a message will appear informing you that it was completed successfully. If you'd like to see a log of the completed steps proceed to the **View System Log Files** task.

The Store Close can also be set up to run automatically every day at a specific time. This function is set up in **System Information**. From the Default tab, under the Auto Store Close section, press the Setup Store Close button. Enter the time of day for the Store Close to occur, using the AM or PM format. For example, 10:00 PM. Press O.K. to save your selection. The store close will then occur daily at the specified time. After the store close has been set up, the Date of the last successful store close will be displayed to the right of the Setup Store Close button.

Note: If suspended transactions exist for the day being closed, a message may be displayed requiring that the suspended transactions are cleared. The options on how the system should handle suspended transactions at store close can be configured via the System Information function.

Note: If the store close process does not complete successfully, the next time you select this function a Store Close Recovery process will execute. This will restart the store close process from the point it encountered the error. If the automatic store close has failed, for example, due to suspended transactions, then store close recoveries will begin to run. For this reason, you should regularly view the store close form to make sure the normal store close is running.

24-HOUR STORE: Refer to the **Store Close** topic in the **Administration** section of this document and the **Running a 24 Hour Store** topic in the Appendices.

ProcDate	Timestamp	Emp	Activity	Description	Step
10/23/2007	10/23/2007 2:15:03 PM	1	Store Close	Store Close Finished Successfully for 10/23/2007	10
10/23/2007	10/23/2007 2:14:39 PM	1	Store Close	Connecting checkstands	1
10/23/2007	10/23/2007 2:14:39 PM	1	Store Close	All checkstands have been checked out.	1
10/23/2007	10/23/2007 2:14:39 PM	1	Store Close	Calculating Store Sales	1
10/22/2007	10/22/2007 2:57:28 PM	1	Store Close	Store Close Finished Successfully for 10/22/2007	10
10/22/2007	10/22/2007 2:56:49 PM	1	Store Close	All checkstands have been checked out.	1
10/22/2007	10/22/2007 2:56:49 PM	1	Store Close	Calculating Store Sales	1
10/22/2007	10/22/2007 2:56:49 PM	1	Store Close	Connecting checkstands	1
10/21/2007	10/21/2007 7:00:03 PM	0	Store Close	Store Close Finished Successfully for 10/21/2007	10
10/21/2007	10/21/2007 7:00:02 PM	0	Store Close	Connecting checkstands	1
10/21/2007	10/21/2007 7:00:02 PM	0	Store Close	All checkstands have been checked out.	1
10/21/2007	10/21/2007 7:00:02 PM	0	Store Close	Calculating Store Sales	1
10/20/2007	10/20/2007 7:00:03 PM	0	Store Close	Store Close Finished Successfully for 10/20/2007	10
10/20/2007	10/20/2007 7:00:02 PM	0	Store Close	Connecting checkstands	1
10/20/2007	10/20/2007 7:00:02 PM	0	Store Close	All checkstands have been checked out.	1
10/20/2007	10/20/2007 7:00:02 PM	0	Store Close	Calculating Store Sales	1
10/19/2007	10/19/2007 7:00:03 PM	0	Store Close	Store Close Finished Successfully for 10/19/2007	10
10/19/2007	10/19/2007 7:00:01 PM	0	Store Close	Connecting checkstands	1
10/19/2007	10/19/2007 7:00:01 PM	0	Store Close	All checkstands have been checked out.	1
10/19/2007	10/19/2007 7:00:01 PM	0	Store Close	Calculating Store Sales	1
10/18/2007	10/18/2007 7:00:19 PM	0	Store Close	Store Close Finished Successfully for 10/18/2007	10
10/18/2007	10/18/2007 7:00:01 PM	0	Store Close	All checkstands have been checked out.	1

View System Log Files

RETAIL™ gives you the ability to review various system log files. These log files contain a history of when certain functions were performed. Information on who performed the function, when it was performed and other descriptive information are captured in the log files. The log files that are available to view are:

Update Checkstand Log: displays a history on the Update Checkstand process.

Store Close Log: displays a history on the store close process.

History Backup Log: displays a history of when historical transaction data was backed up.

RETAIL™ Error Log: displays a history of errors that have occurred within the RETAIL™ system.

User Activity Log: displays a history of certain user activities including deleting customer data, deleting products data, deleting employee data, deleting customer coupons, mass product changes as well as other activities.

The View System Log Files form is used to view information stored in the various system logs maintained by RETAIL™. The form displayed depends on the menu selection chosen from the Log drop-down menu on this form. The menu selections include: Store Close Log, Update Checkstands Log, History Backup Log, Database Error Log and RETAIL™ User Activity Log.

Click the log you wish to view and the information related to that log will now be displayed.

Click the Close selection of the Log menu to close this form and return to the main menu.

Time	Activity	At	Status
7:14:50 PM	Update Products	LESLIE	651Updates: 0 Add New 9 Deleted.
7:14:50 PM	Update Products	2006TEST	651Updates: 0 Add New 9 Deleted.
7:14:50 PM	Update Products	LESLIE	2Updates: 0 Add New 0 Deleted.
7:14:50 PM	Update Products	2006TEST	2Updates: 0 Add New 0 Deleted.
7:14:01 PM	Update Customers	2006TEST	102Updates: 0 Add New 0 Deleted.
7:13:51 PM	Update ECoupons	2006TEST	0Updates: 1 Add New 0 Deleted.
7:11:32 PM	Update ECoupons	LESLIE	0Updates: 1 Add New 0 Deleted.
7:14:50 PM	Update Products	2006TEST	1Updates: 0 Add New 0 Deleted.
Jane Smith 10/22/2007 1:45:01 PM	Update Products	2006TEST	1Updates: 0 Add New 0 Deleted.
Jane Smith 10/22/2007 11:40:38 AM	Update ECoupons	2006TEST	0Updates: 2 Add New 0 Deleted.
Jane Smith 10/22/2007 11:38:35 AM	Update ECoupons	2006TEST	0Updates: 2 Add New 0 Deleted.
Jane Smith 10/22/2007 11:27:42 AM	Update ECoupons	2006TEST	0Updates: 2 Add New 0 Deleted.
Jane Smith 10/22/2007 11:27:42 AM	Update ECoupons	LESLIE	0Updates: 2 Add New 0 Deleted.
Jane Smith 10/22/2007 11:27:42 AM	Update ECoupons	LESLIE	0Updates: 129 Add New 0 Deleted.
Jane Smith 10/22/2007 11:25:24 AM	Update ECoupons	2006TEST	0Updates: 2 Add New 0 Deleted.
Jane Smith 10/22/2007 11:25:24 AM	Update ECoupons	LESLIE	0Updates: 2 Add New 0 Deleted.
Jane Smith 10/22/2007 11:22:23 AM	Update Products	LESLIE	650Updates: 1 Add New 9 Deleted.
Jane Smith 10/22/2007 11:22:23 AM	Update Products	2006TEST	651Updates: 0 Add New 9 Deleted.
Jane Smith 10/22/2007 11:22:23 AM	Update Products	2006TEST	11 Updates: 0 Add New 0 Deleted.

Backend Detail Documentation

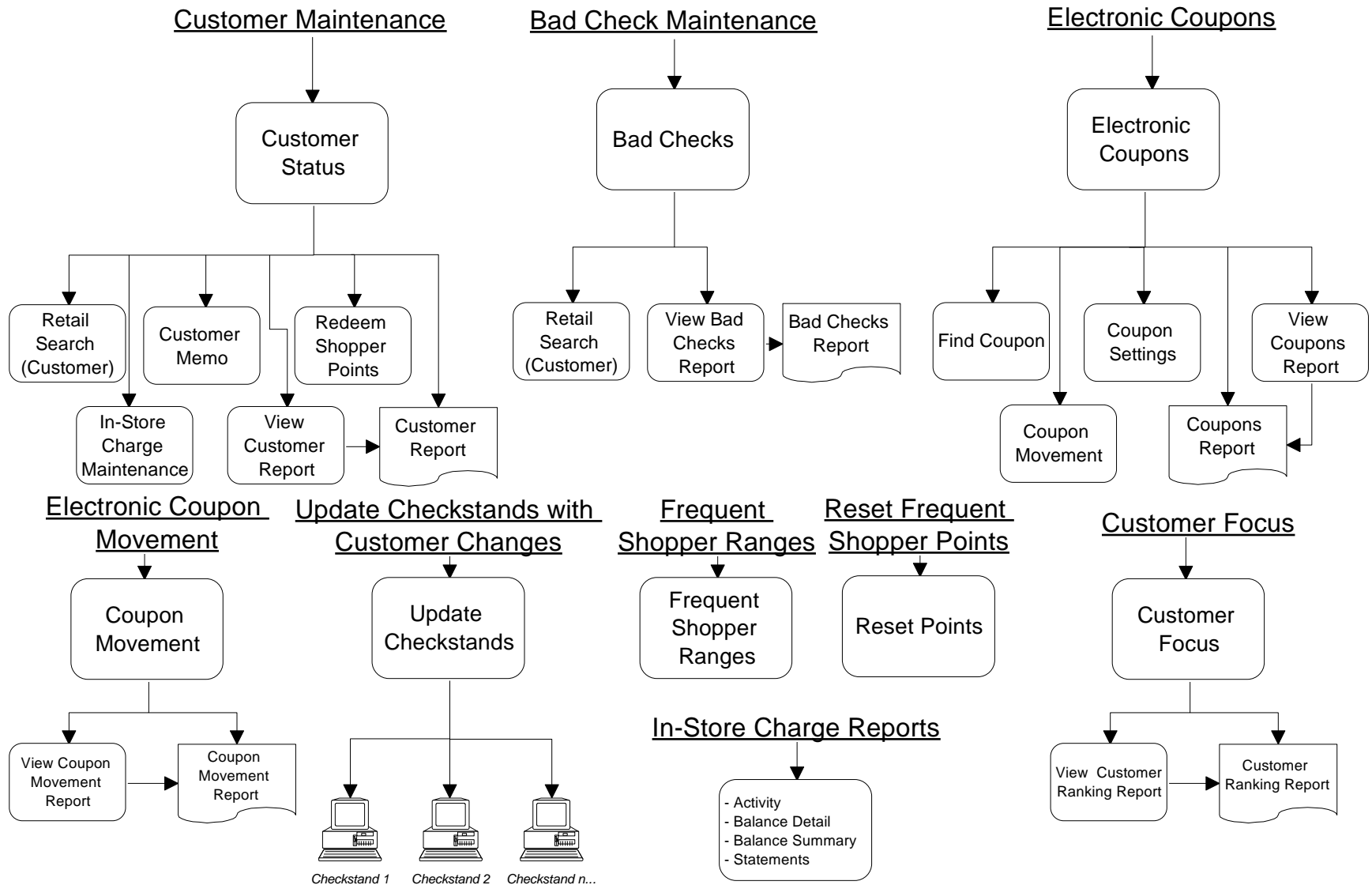
Purpose

The purpose of this section of the document is to provide the reader with a high-level understanding of the Back End module of RETAIL™. The detail documentation included in this section contains the following types of documents:



- Form flow documents for each menu section (for example, customers, employees, products)
- Snapshots of all forms used in the Back End module
- A brief description of the form's use and functions supported
- Detailed descriptions of form fields
- Report definitions and layouts

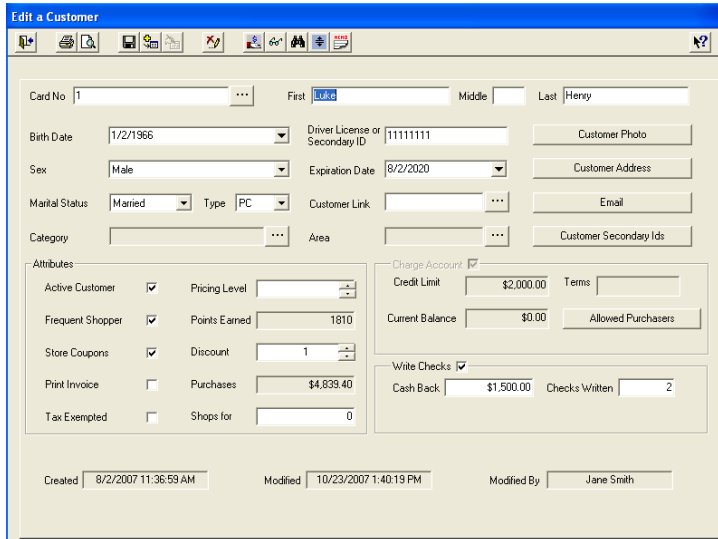
The Back End detail documentation is broken-up into sections for each menu function contained in the Back End module.

Customers



Customer Maintenance

To add a customer, click **Add**  from the toolbar. The **Card Number** field is an important piece of information for customers. This is the number that is entered on the **Main Checkstand** screen of the Front End module to enable the system to track sales to a customer. The system tracks the customer sales, applies frequent shopper points/coupons, and also verifies check writing privileges/charge privileges based on the **Card Number** entered. Fill in General information: Birth Date, Type (PC – Preferred Customer which allows Electronic Coupons or REG - Regular), Driver license, and so on. Click **Customer Photo** field and save a customer's picture in the system. Click **Customer Address** and enter the mailing, billing, and e-mail address for the customer. When an e-mail address has been entered, you may click **Customer e-mail** to send an e-mail message to the customer. Set up the customer's charge account information and their check writing privileges. In edit mode, click **Show Bad Check History**  to display a list of bad checks that have been entered in the system for the customer. A list of bad checks is displayed at the bottom of the form. Click the button to return to normal edit mode.



Refer to the **Manage Customers** topic in the **Back End How To...** section for more information on managing your customers with RETAIL™.

Note: The Checkstands should be updated with the customer information when you have finished your updates by using the Synchronize Checkstands with Customers function (covered later in this section). This ensures that the checkstand database contains the most current customer data in the event the Front End system needs to operate in stand-alone mode.

Note: If you want to scan customer card numbers at the checkstand, the customer card numbers must be preceded by 004 and must be a total of 13 digits number, for example, 0040001234567.

Table 2.1 contains a description of each field contained in the **Customer** form.

CUSTOMER FORM – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Search by Card No.	Used to enter customer's card number in add mode/Used to find a customer by card number in edit mode
First Name	Customer's first name
MI	Customer's middle initial
Last Name	Customer's last name
Birth Date	Date of customer's birth (can use the calendar drop down menu)
Sex	Customer's gender (can use the selection drop down menu)
Marital Status	Customer's marital status (can use the selection drop down menu)
Type	Identify the Customer as a Regular (REG) or Preferred (PC) customer
Driver License	Customer's driver's license number
Expiration Date	Date driver's license expires (can use the calendar drop down menu)
Customer Link	Card Number of another customer linked to the current Customer (refer to the Customer Link topic in this section)














Customer Maintenance (continued)

CUSTOMER FORM – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Area Button	Click to access the area selection box (covered later in this section)
Customer Photo	Click to browse and attach a photo to selected customer (used in Customer Focus function)
Customer Address	Click to access customer address detail (covered later in this section)
Customer e-mail	Click to access your email browser (email address is entered through the Customer Address button)
Category Button	Click to access the set up category selection box (covered later in this section)
Customer Secondary IDs	Click to access the set up form to add additional customer numbers, such as drivers license, account number, spouses account number etc, etc for bad check checking.
Active Customer	Flag to enable or disable the active status of a customer. If a customer is inactive, sales is not captured for this customer on the checkstand.
Frequent Shopper	Flag to enable or disable the customer's privilege to earn and accumulate frequent shopper points
Store Coupons	Flag to enable or disable customer to automatically receive store coupon discounts
Print invoice	Flag to enable or disable the system to print invoices for the customer
Pricing Level	Product pricing level associated with this customer. Product pricing levels are maintained for each product. Refer to the Product Maintenance section.
Finance Charge	Indicates if a finance charge will be applied to charge balances
Tax Exempt	Indicates if the tax will be removed from the sales transaction via the Front-end
Points Earned	Balance of frequent shopper points earned by the customer
Discount	Discount number to be applied to the current Customer (discount numbers are maintained in the POS Information function under the Administration menu)
Purchases	Customer's total amount of purchases stored in the system
Shops for	Number of people this customer shops for
Charge Account	Flagged from Customer In-Store Charge Attributes form of the In-Store Charge AR Maintenance form to enable or disable customer's privilege to have a charge account. "MI" tender and "RA" transaction key is allowed for this customer.
Credit Limit	Maximum amount (default amount is maintained in the POS Information function under the Administration menu) extended to the current Customer
Terms	Displays the number of days before a finance charge is accrued, as entered in In-store Charge
Current Balance	Customer's outstanding credit balance stored in the system
Write Checks	Flag to enable or disable customer's privilege to write checks at the checkstand
Cash Back	Maximum amount of cash back customer can receive when paying by check
Checks Written	Customer's weekly check count
Created	Date and time stamped by system when the current Customer was first entered in the system
Modified	Date and time stamped by system of the last modification
Modified By	Person who last modified the customer's information
BAD CHECK LIST	Displays only while Show/Hide Bad Check History is toggled on
Date	The date of the bad check
Check #	The check number of the bad check
Amount	The amount of the bad check
Fee	The fee amount charged by the store for the bad check
Total	The total of the bad check plus the bad check fee
Paid	The amount paid on the bad check
Paid Date	The last date that a payment was received against the bad check
Balance	The balance due on the bad check
Called	Date customer was called in regards to the bad check
Letter1	Date the first notification letter was sent
Letter2	Date the second notification letter was sent
Letter3	Date the third notification letter was sent
Memo	Displays any notes on the bad check

Table 2.1

Toolbar

The following describes the functions supported by the tool bar located on the Customer form.

Button	Description
	Exits the current window
	Prints a customer report (Refer to the Print Customer Report section)
	Displays the customer report on the screen (Refer to the Print Customer Report section)
	Saves your entries or changes for the current record
	Opens the Add a Customer form.
	Opens the Edit a Customer form.
	Flags the customer as deleted in the system The customer is physically deleted when the Synchronize Checkstands with Customers function is executed.
	Redeems shopper points for customers that are flagged as frequent shoppers (Refer to the Redeem Shopper Points topic in this section)
	Helps to access the In-Store Charge Maintenance function (Refer to the In-Store Charge Maintenance topic in this section)
	Finds a customer by name or card number (Refer to the RETAIL™ Search topic in this section)
	Displays bad checks received from the selected customer (Refer to Bad Check Maintenance topic in this section)
	Maintains notes about a customer (Refer to the Customer Memo topic in this section)
	Activates the context-sensitive help

Customer Photo

The **Customer Photo** form is used to select and save a photo (saved in .jpg or .bmp format) to the selected customer.

Press Browse to search for the photo.

Note: Photos are used in the **Customer Focus** form.

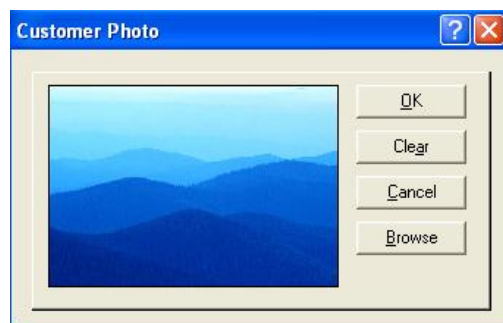


Table 2.2 contains a description of each field contained in the **Customer Photo** form.

CUSTOMER PHOTO – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Photo	Displays customer's photo
Browse	Browse allows for selection of a photo from another location

Table 2.2

Customer Maintenance (continued)

Customer Address

The **Customer Address** form is used to maintain the customer's current address, bill to information, phone numbers, and e-mail address. This form is displayed when the **Customer Address** is clicked. Click **OK** and the address information are saved.

Note: Click **Customer E-mail** on the **Customer Maintenance** form to open your e-mail service to send e-mail directly to your customer (provided your computer supports e-mail)

Table 2.3 contains a description of each field contained in the **Customer Address** form.

CUSTOMER ADDRESS – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Street	Customer's street number and P.O. Box number if available
City	Customer's city
State/Province	Customer's state or province as applicable
Zip/Postal Code	Customer's zip code
Home Phone Number	Customer's home phone number
Business Phone Number	Customer's business phone number
Bill to Address	Customer's bill to address, City, State/Province, and zip code (address to mail charge statements if different than customer's address)
Bill to Name	Name of customer or company responsible for charge statements
E-mail	Customer's or companies e-mail address
Show this again when address is incomplete or unclear	Flag to force entry of data in every field on the form. This causes the system to edit all fields filled in with data.

Table 2.3

Customer Area

The **Geographic Code Maintenance** form is used to categorize customers into different geographic areas (for example, city, county, and province). This form is displayed when the **Area field** ... within the **Customer** form is clicked. Click **Add** to add new codes to the list. Select a code in the list using the mouse and click **OK**.

Definition ID	Geographic Description	Modified	Modified By
1	92506	1/31/2007	1
2	92507	10/24/2007	1
3	92508	10/24/2007	1
4	92501	10/24/2007	1


Table 2.4 contains a description of each field contained in the **Geographic Code Maintenance** form.

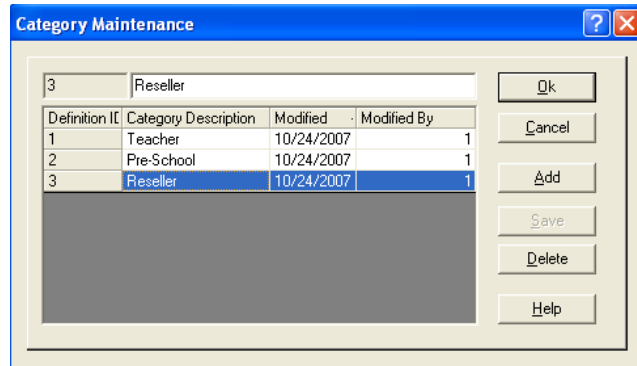
CUSTOMER AREA – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Definition	Number sequentially assigned by the system starting from number 1
Geographic Description	Free format description of the area
Modified	Date and time stamped by the system
Modified By	Number of the employee who made the last modification

Table 2.4

Customer Maintenance (continued)

Customer Category

The **Category Maintenance** form is used to group customers into different categories (as defined by the user). This form is displayed when the **Category** field  within the **Customer** form is clicked. Click **Add** to add new categories to the list. Select a code in the list and click **OK**.



The screenshot shows the 'Category Maintenance' dialog box. It has a title bar with a question mark and a close button. Inside, there's a text field with '3' and 'Reseller'. Below it is a table with columns: Definition ID, Category Description, Modified, and Modified By. The table contains three rows: 1 Teacher, 2 Pre-School, and 3 Reseller (highlighted). To the right of the table are buttons: Ok, Cancel, Add, Save, Delete, and Help.


Definition ID	Category Description	Modified	Modified By
1	Teacher	10/24/2007	1
2	Pre-School	10/24/2007	1
3	Reseller	10/24/2007	1

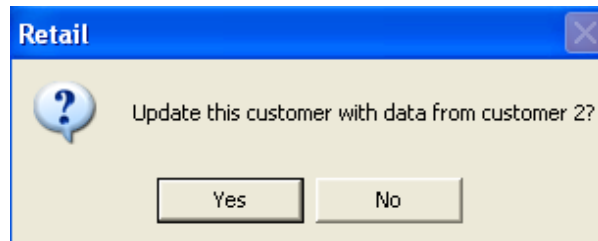
Table 2.5 contains a description of each field contained in the **Customer Category Maintenance** form.

CUSTOMER CATEGORY MAINTENANCE– FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Definition	Number sequentially assigned by the system starting from number 1
Category Description	Description
Modified	Date and time stamped by the system
Modified By	Number of the employee who made the last modification

Table 2.5

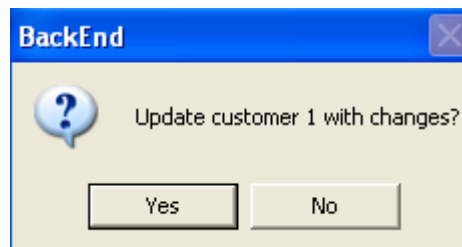
Customer Link

The **Customer Link** feature is used to link two customers together. This feature is useful in synchronizing data between two customers. Either type the Card Number of the customer to link to or click **Link Search**  to access the **RETAIL™ Search** form to search for a customer. When you have entered the customer, a link customer message box is displayed. Click **Yes** to update the current customer with the following data from the linked customer: customer address, marital status, area, category, discount, pricing level, purchases, shops for, credit limit, terms, writing check privilege, cash back, checks written, frequent shoppers, points earned, store coupons, and print invoice.



The screenshot shows a dialog box titled 'Retail'. It contains a question mark icon and the text 'Update this customer with data from customer 2?'. At the bottom are 'Yes' and 'No' buttons.


When modifying a customer that is linked to another customer, a message box appears when saving the changes. Clicking **Yes** results in the synchronization of the fields listed above for the two customers.

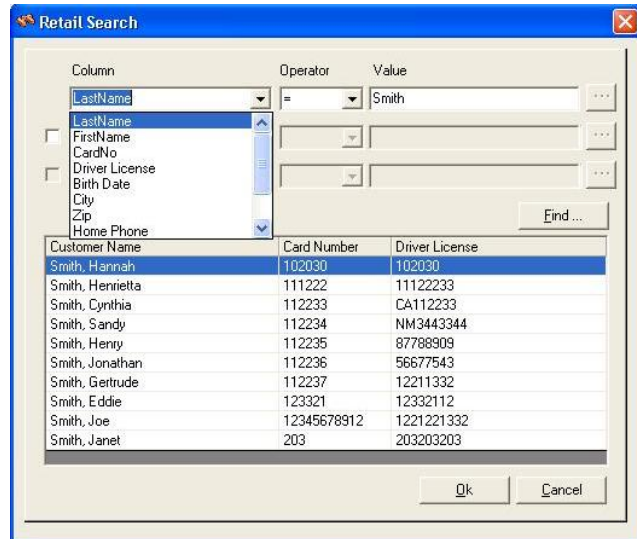


The screenshot shows a dialog box titled 'BackEnd'. It contains a question mark icon and the text 'Update customer 1 with changes?'. At the bottom are 'Yes' and 'No' buttons.

Customer Maintenance (continued)

RETAIL™ Search

The **RETAIL™ Search** form is used to search for a customer by First Name, Last Name, Driver's License, Card Number, Birth Date, City, Zip, Home Phone, Write Checks, Points Earned, or Modified Date. This form is displayed when the **Find**  is clicked from the toolbar on the **Customer** form or the **Bad Checks** form. All customers matching the **Find** criteria are displayed on the form. Partial search criteria may be entered. When accessed from the **Bad Checks** form in edit mode, only the customers matching the criteria entered and having bad checks in the system are displayed. When the customer is selected and **OK** is clicked, the customer information is displayed on the **Customer** form.



Column	Operator	Value
LastName	=	Smith


Customer Name	Card Number	Driver License
Smith, Hannah	102030	102030
Smith, Henrietta	111222	11122233
Smith, Cynthia	112233	CA112233
Smith, Sandy	112234	NM3443344
Smith, Henry	112235	87788909
Smith, Jonathan	112236	56677543
Smith, Gertrude	112237	12211332
Smith, Eddie	123321	12332112
Smith, Joe	12345678912	1221221332
Smith, Janet	203	203203203

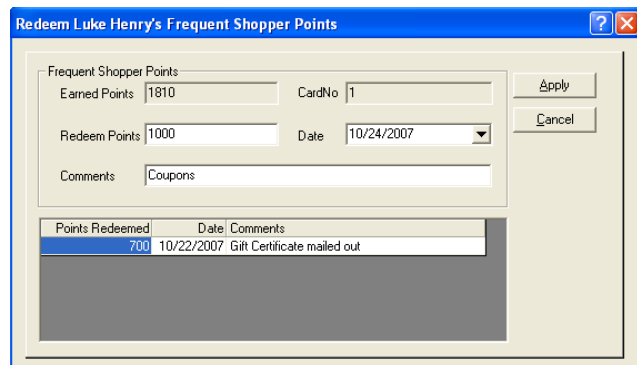
Table 2.6 contains a description of each field contained in the **RETAIL™ Search** form.

RETAIL™ SEARCH - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Column	Search field to find customers by last name, card number, driver's license, etc.
Operator	Select the Operator for the search function, such as = Equal To, Like, > Greater Than
Value	Enter the Value, such as the name. For partial search criteria, use the Like operator.
Find Button	Used to initiate the search request
Customer Name	List of customer names matching the search criteria
Card Number	List of the card number for each customer
Driver's License	List of customer driver's licenses

Table 2.6

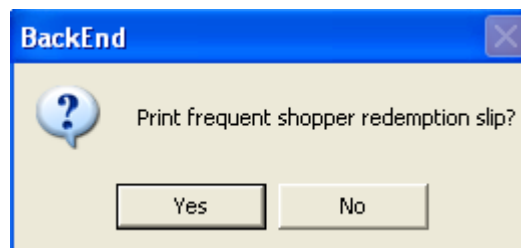
Redeem Customer's Frequent Shopper Points

The **Redeem Customer's Frequent Shopper Points** form is used to redeem points for the current customer selected. This form is accessed when the **Redeem Shopper Points**  is clicked from the toolbar on the **Customer** form. The displayed form shows the current earned points and the card number of the customer. Type the number of points to redeem in the **Redeem Points** field, select a date and type a reason for the redemption in the **Comments** field. When the redeem points, date, and comments are typed, click **Apply** to apply the changes.



Points Redeemed	Date	Comments
700	10/22/2007	Gift Certificate mailed out

When **Apply** is clicked, a **RETAIL™** dialogue box appears prompting whether or not a redemption slip should be printed. The Earned Points is reduced by the number redeemed and an entry is created at the bottom of the list.



BackEnd

Print frequent shopper redemption slip?

Yes No

Customer Maintenance (continued)


Redeem Customer's Frequent Shopper Points (continued)

Table 2.7 contains a description of each field in the **Redeem Customer's Frequent Shopper Points** form.

REDEEM CUSTOMER'S FREQUENT SHOPPER POINTS - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Earned Points	To-date balance of points earned stored in the system
Card No	Current customer's card number
Redeem Points	Number of points to be redeemed
Date	Date of points redemption (may use the calendar drop down menu)
Comments	Notes as to the nature of points redeemed
Redemption List	
Points Redeemed	List of points redeemed
Date	List of dates of each point redemption
Comments	List of comments related to each point redemption

Table 2.7

In-store Charge Maintenance

The **In-store Charge Maintenance** form is used to view and maintain in-store charge activities of customers. This form is accessed when the **In-store Charge Maintenance**  is clicked from the toolbar of the **Customer Maintenance** form. This form can also be accessed from the **Customer** menu. This form displays an accumulation of the charges (MI transaction key) and payments (RA transaction key) data entered from the checkstand. Additional entries (for example, charges, payments, credit memos, and finance charges) can be entered through this form. All entries pertaining to the customers are displayed in the bottom grid.

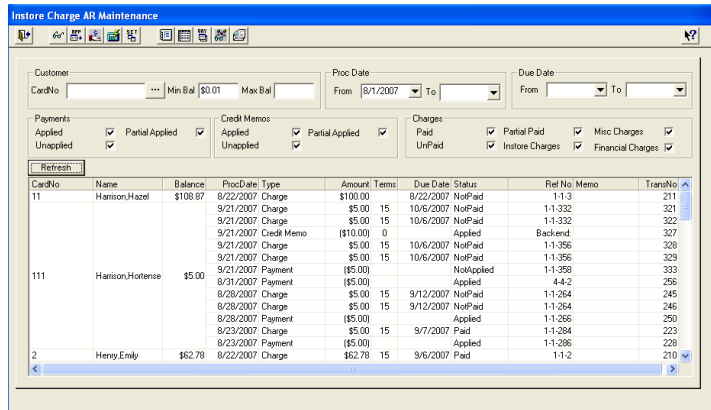


Table 2.8 contains a description of each field contained in the **In-store Charge Maintenance** form.

IN STORE CHARGE AR MAINTENANCE -- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Customer: Card No/Search by Card No. Min Bal Max Bal	Type a customer's card number; click Search to find a customer or click any column/ row of the grid where customers are listed to work on specific customer desired. Entered amount sets the minimum limit of customers' balance of customers to be displayed in the bottom grid. Blanking the field includes customers' with zero or negative balances. Field's default is \$0.01. Entered amount sets the maximum limit of customers' balance of customers to be displayed on the bottom grid. Field's default is blank. Leaving the field blank includes every customer with outstanding balance.
Proc Date: From To	Field's default is current date. Entered "From" date has grid display charge customers transactions with the "From Proc Date" entered and onward. Entered "To" date has grid display charge customers transactions with dates before through "To Proc Date" entered.
Due Date: From To	Entered "From" date has grid display charge customers transactions with the "From Due Date" entered and onward. Entered "To" date has grid display charge customers transactions with dates before through "To Due Date" entered.
Payments: Applied Unapplied Partial Applied	Flag to include or exclude charge customers applied payments from the grid list. Flag to include or exclude charge customers unapplied payments from the grid list. Flag to include or exclude charge customers partially applied payments from the grid list.

Table 2.8

Customer Maintenance (continued)

In-store Charge AR Maintenance (continued)












IN STORE CHARGE AR MAINTENANCE -- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Credit Memos:	
Applied	Flag to include or exclude charge customers applied credit memos from the Grid List.
Unapplied	Flag to include or exclude charge customers unapplied credit memos from the Grid List.
Partial Applied	Flag to include or exclude charge customers partially applied credit memos from the Grid List.
Charges:	
Paid Charges	Flag to include or exclude charge customers paid charges (for example, In-store Charges, Misc Charges, and Financial Charges) from the grid list.
Unpaid Charges	Flag to include or exclude charge customers unpaid charges (for example, In-store Charges, Misc Charges, and Financial Charges) from the grid list.
In-store Charges	Flag to include or exclude customers paid or unpaid Front-end originated (checkstand) charges
Misc Charges	Flag to include or exclude customers' paid or unpaid Backend originated charges.
Financial Charges	Flag to include or exclude customers' paid or unpaid recorded finance charges.
Refresh Button	Click to refresh grid information based on the above listed (from Card Number to Financial Charges flag field) selection criteria.
Grid Columns:	Click any column heading to sort data on the grid in ascending or descending orders.
Card No	Lists customer card numbers meeting selection criteria. Clicking a customer row once or twice writes the customer's card number in the Card No field and refreshes grid to display this customer's data only.
Name	Lists customer names meeting selection criteria. Clicking a customer row once or twice writes the customer's card number in the Card No field and refreshes grid to display this customer's data only.
Balance	Lists customer balances meeting selection criteria. Clicking a customer row once or twice writes the customer's card number in the Card No field and refreshes grid to display this customer's data only.
Proc Date	Lists customer transactions with process dates meeting selection criteria.
Type	Lists customer transaction types meeting selection criteria.
Amount	Lists customer transaction amounts meeting selection criteria
Terms	Lists individual transaction or customer term of transactions meeting selection criteria.
Due Date	Lists customer transaction due dates meeting selection criteria.
Status	Lists customer transaction status – Not Paid, Paid, Not Applied, Applied or Partial.
Ref No	Transactions originating from the checkstand, this number is made up the Till No + Checkstand No + Transaction Number For transactions originating from Backend, displays the entered reference number (for example, check number) Entry is optional.
Memo	Displays the entered detailed reason of the recorded transaction.
Trans No	Lists the unique transaction number sequentially assigned by the system

Table 2.8

Customer Maintenance (continued)

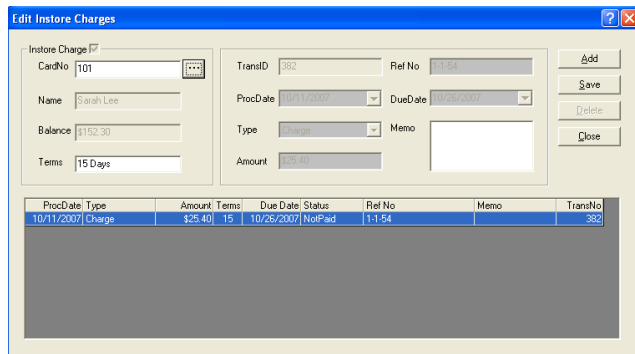
Toolbar

The following describes the functions supported by the toolbar located on the **In-store Charge Maintenance** form.

<u>Button</u>	<u>Description</u>
	Exits the current window.
	Access New In-store Charges form (Refer to the New/Edit In-store Charge topic in this section).
	Access New Payment Payments form (Refer to New/Edit Payments topic in this section).
	Access In-store Charge Finance form (Refer to the In-store Charge Finance topic in this section).
	Access Customer In-store Charge Attributes form (Refer to the Customer In-store Charge Attributes topic in this section).
	Generates an In-store Charge Aging Report (Summary or Detail) (Refer to the Print an In-store Charge Aging Report section)
	Generates In Store Charge Statements (Refer to the Print an In Store Charge Statement section).
	Generates Customer In-store Charge Activity Report(s) (Refer to the Print Customer In-store Charge Activity Report section).
	Generates Customer In-store Charge Balance Detail Report(s) (Refer to the Print Customer In-store Charge Balance Detail Report section).
	Generates Customer In-store Charge Balance Summary Report (Refer to the Print Customer In-store Charge Balance Summary Report section).
	Activates the context-sensitive help

New (Edit) In-store Charges

The **New In-store Charges** form is used to add charges not taken up at the Front End. This form is displayed if you click **Charges** on the **In-store Charge** form. The **Edit In-store Charges** form displays when a charge row is double-clicked in any column from Proc Date to Trans No column of the **In-store Charge** form. The upper part of the screen displays the charge clicked. The grid displays data of the same transaction and payment(s) applied to the charge, if any. From this form, a Back End charge can either be modified or deleted.



ProcDate	Type	Amount	Terms	Due Date	Status	Ref No	Memo	TransNo
10/11/2007	Charge	\$25.40	15	10/26/2007	Not Paid	1-1-54		382

Note: Front End charges are viewable on this form but cannot be modified nor deleted. Finance charges can be viewed on this form only when a related transaction is being viewed.

Customer Maintenance (continued)

In-store Charge AR Maintenance (continued)





Table 2.9 contains a description of each field contained in the **New (Edit) In-store Charges** form

NEW (EDIT) IN-STORE CHARGES- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
In-store Charge box	Displays whether a customer in the Customer Attributes form is set up as charge customer or not. Charge activities can still be processed, but a reminder, "This is not a charge customer," is encountered until customer is set up.
Card No	Displays the card number of the current customer. When displayed, only the current customer's activities display on the grid.
Name	Displays the name of the current customer.
Balance	Displays the current outstanding balance of the current customer.
Terms	Displays the current setup terms of the current customer.
Trans ID	Displays either "New Trans" when on add mode of the system assigned sequential number of the retrieved charged transaction.
Proc Date	Displays the effective date of the transaction. In new charge form, the field defaults to current date, but allows user to enter other dates – back date or future date.
Type	Defaults to Misc. Charge.
Amount	Displays the amount of the charge transaction. When on add mode enter the amount of the transaction to be recorded. This field accepts positive or negative amount.
Ref No	Displays the entered reference number for Backend originated charges and a system assigned number for Front-end originated charges
Due Date	Displays the due date of the new or retrieved charge. Defaults to a date calculated from current date + the number of days of the customer's credit terms. Accepts other entered due date. Note: Default date does not automatically change when a different date other than current is entered in the Proc Date field.
Memo	Displays the entered reason of the recorded transaction.
Grid Columns:	
Proc Date	Lists the effective date(s) of the charge transactions.
Type	Lists the types: Charge for Front-end charges, Misc. Charge for Backend entries, and Payment for
Amount	Lists the amount(s) of the charge transactions.
Terms	Lists the terms of the charge transactions.
Due Date	Lists the due date of the charge transactions.
Status	Lists the status of the charge activity, whether – Paid, Unpaid, Partial
Ref No	Lists the reference number of the charge transactions
Memo	Lists the reason related to charge transactions
Trans No	Lists the sequentially assigned trans id of the charge transactions

Table 2.9

Processing buttons:

The following describes special notations on the buttons used to process charge transactions on the **New (Edit) In-store Charges** form.

<u>Button</u>	<u>Description</u>
	When grayed out, the New Charges form accepts entries for a new charge. When the form is on edit mode, click this button to change to New Charge form for new charge transaction entry.
	Saves entries made for the new charge transaction. When clicked, upper form's field is blanked and data saved directly goes to In-store Charge AR Maintenance form grid not to New Charge form's grid.
	Deletes charge entries. Deletion is only allowed on Back End originated charges and on charges not paid or partially paid.
	Disregards entries made for new charge.

Customer Maintenance (continued)

New (Edit) Payments

The **New Payments** form is used to record payments received at the Back End. This form is displayed if you click **Payment field** from the toolbar. The **Edit Payments** form displays when a payment row is clicked twice in any column from Proc Date to Trans No column of the **In-store Charge** form. The upper part of the screen displays the payment information clicked. The grid displays the charges where payment is applied and all unpaid and partially paid invoices. Use this form to apply Front End payments.

Applied	Due Date	Status	ProcDate	Type	Amount	Balance	Paying Amount	RefNo	TransNo
No	9/12/2007	NotPaid	8/28/2007	Charge	\$5.00	\$5.00		1-1-264	245
No	9/12/2007	NotPaid	8/28/2007	Charge	\$5.00	\$5.00		1-1-264	246
No	10/6/2007	NotPaid	9/21/2007	Charge	\$5.00	\$5.00		1-1-332	321
No	10/6/2007	NotPaid	9/21/2007	Charge	\$5.00	\$5.00		1-1-332	322
No	10/6/2007	NotPaid	9/21/2007	Charge	\$5.00	\$5.00		1-1-356	328
No	10/6/2007	NotPaid	9/21/2007	Charge	\$5.00	\$5.00		1-1-356	329

Table 2.10 contains a description of each field contained in the **New (Edit) Payments** form.







NEW (EDIT) PAYMENTS – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
In-store Charge box	Displays whether a customer in the Customer Attributes form is set up as charge customer or not. Charge activities can still be processed, but a reminder, "This is not a charge customer," is always encountered until a customer is set up.
Card No	Displays the card number of the current customer.
Name	Displays the name of the current customer.
Balance	Displays the current outstanding balance of the current customer.
Trans ID	Displays either "New Trans" when on add mode of the system assigned sequential number of the retrieved payment transaction.
Proc Date	Displays the effective date of the payment. In New Payments form, the field defaults to current date, but then allows user to enter other dates – back date or future date.
Amount	Displays payment amount.
Ref No	Displays the entered reference number for Backend originated payment or a system assigned number for Front-end originated payment.
Available	Displays the amount available for application to invoices. Click Reset to apply payment automatically to charges from earliest to latest.
Memo	Displays the entered reason of the recorded transaction.
Grid columns: Applied	Click Applied boxes to apply payment to specific charges.
Due Date	Lists the due dates of charge transactions.
Status	Lists the status of the charge transactions.
Proc Date	Lists the effective dates of the charge transactions.
Type	Lists the type of the charge activities: "Charge", "Finance Charge", or "Misc. Charge".
Amount	Lists the original amount of the charge transactions.
Balance	Lists the current balances of the partially paid charge transactions.
Paying Amount	Lists the amount paid or amount being applied to the payment.
Ref No	Lists the reference numbers of the charge transactions.
Trans No	Lists the sequentially assigned trans ids of the charge transactions.

Table 2.10

Customer Maintenance (continued)

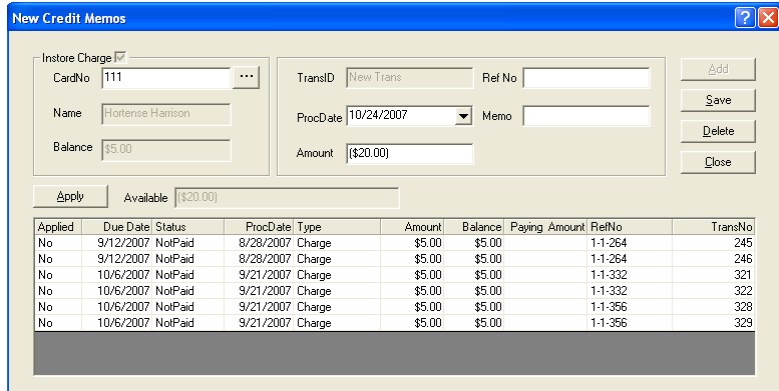
Processing buttons:

The following describes special notations on the buttons used to process payments on the **New (Edit) Payments** form.

Button	Description
	When grayed out, the form is on new (add) a payments mode. From Edit Payments form, click this button to change to New Payments form for new payment transaction entry.
	Saves edited, applied, and new payment transactions. Payment saved without applying to invoices needs to be retrieved from the In-store Charge AR Maintenance form to apply to charges then click Save again.
	Deletes payment. Payment deletion is allowed only to Back End originated entries and as long as it is not yet applied to charges.
	Disregards new payment entry. Click this button to exit form.
	Applies payment automatically to open charges from earliest to latest. Available field displays zero when payment is applied. This button changes to Reset after it is clicked.
	Changes application of payment. Available field goes back to original amount equal to payment amount. Note: After the payment application is saved, the Reset button does not work. User needs to manually click Yes fields corresponding to invoices where payment need not apply. This button changes to No after it is clicked.

New Credit Memos

The **New Credit Memos** form is used to record and issue credit memos entered on the Back End. This form is displayed if you click **Credit Memo** from the toolbar. The **Edit Credit Memos** form displays when a credit row is clicked twice in any column from Proc Date to Trans No column of the **In-store Charge** form. The upper part of the screen displays the credit memo clicked. The grid displays the charges where payment is applied and all unpaid and partially paid invoices. Front End returns (RF) made by customer and OMI tender are also reflected as In Store Charge credit memos. Use this form to apply payments made by credit memos.



Applied	Due Date	Status	ProcDate	Type	Amount	Balance	Paying Amount	RefNo	TransNo
No	9/12/2007	NotPaid	8/28/2007	Charge	\$5.00	\$5.00		1-1-264	245
No	9/12/2007	NotPaid	8/28/2007	Charge	\$5.00	\$5.00		1-1-264	246
No	10/6/2007	NotPaid	9/21/2007	Charge	\$5.00	\$5.00		1-1-332	321
No	10/6/2007	NotPaid	9/21/2007	Charge	\$5.00	\$5.00		1-1-332	322
No	10/6/2007	NotPaid	9/21/2007	Charge	\$5.00	\$5.00		1-1-356	328
No	10/6/2007	NotPaid	9/21/2007	Charge	\$5.00	\$5.00		1-1-356	329

Table 2.11 contains a description of each field contained in the **New (Edit) Credit Memos** form.







NEW (EDIT) CREDIT MEMOS – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
In-store Charge box	Displays whether a customer in the Customer Attributes form is set up as charge customer or not. Charge activities can still be processed, but a reminder, “This is not a charge customer,” is always encountered until a customer is set up.
Card No	Displays the card number of the current customer.
Name	Displays the name of the current customer.
Balance	Displays the current outstanding balance of the current customer.
Trans ID	Displays either “New Trans” when on add mode of the system assigned sequential number of the retrieved credit transaction.
Proc Date	Displays the effective date of the credit. In New Credit Memos form, the field defaults to current date, but then allows user to enter other dates – back date or future date.
Amount	Displays credit amount.
Ref No	Displays the entered reference number for Back End originated credit.
Available	Displays the amount available for application to invoices. Click Reset to apply credit automatically to charges from earliest to latest.
Memo	Displays the entered reason of the recorded transaction.

NEW (EDIT) CREDIT MEMOS – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Grid columns:	
Applied	Click Applied boxes to apply credit to specific charges.
Due Date	Lists the due dates of charge transactions.
Status	Lists the status of the charge transactions.
ProcDate	Lists the effective dates of the charge transactions.
Type	Lists the type of the charge activities: "Charge", "Finance Charge", or "Misc Charge".
Amount	Lists the original amount of the charge transactions.
Balance	Lists the current balances of the partially paid charge transactions.
Paying Amount	Lists the amount paid or amount being applied to the credit memo.
Ref No	Lists the reference numbers of the charge transactions.
TransNo	Lists the sequentially assigned trans IDs of the charge transactions.

Table 2.11

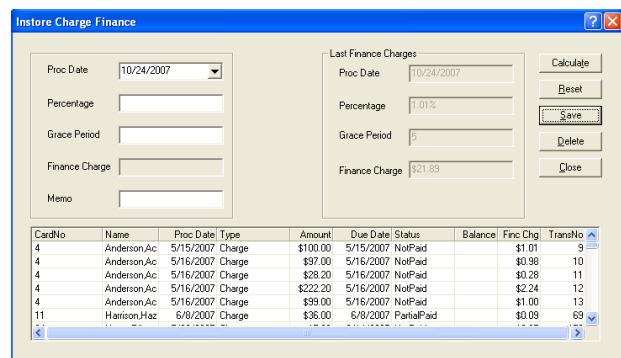
Processing buttons:

The following describes special notations on the buttons used to process payments on the **New (Edit) Credit Memos** form.

<u>Button</u>	<u>Description</u>
	When grayed out, the form is on new (add) a credit memo mode. From Edit Credit Memos form, click this button to change to New Credit Memo form for new credit transaction entry.
	Saves edited, applied, and new credit transactions. Credit saved without applying to invoices needs to be retrieved from the In-store Charge AR Maintenance form to apply to charges then click Save again.
	Deletes credit. Credit deletion is allowed only to Back End originated entries and as long as it is not yet applied to charges.
	Disregards new credit entry. Click this button to exit form.
	Applies credit automatically to open charges from earliest to latest. Available field displays zero when credit is applied. This button changes to Reset after it is clicked.
	Changes application of credit. Available field goes back to original amount equal to credit amount. Note: After the credit application is saved, the Reset button does not work. User needs to manually click Yes fields corresponding to invoices where credit need not apply. This button changes to No after it is clicked.

In-store Charge Finance

The **In-store Charge Finance** form is used to calculate and record finance charges imposed on overdue accounts. This form is displayed when **Finance Charge** is clicked from the toolbar. Finance charge calculated is the product of unpaid charges, balance of a partially paid charges, unpaid finance charges, unapplied payments, and unapplied credit memos times the Percentage entered. Finance charges are calculated according to terms (15 days, 30 days, etc.). Each customer is set up to have finance charges imposed through **Customer In-store Charge Attributes** form, where the terms can also be selected, or new terms can be created.



CardNo	Name	Proc Date	Type	Amount	Due Date	Status	Balance	Finc Chg	TransNo
4	Anderson,Ac	5/15/2007	Charge	\$100.00	5/15/2007	NotPaid	\$1.01		9
4	Anderson,Ac	5/16/2007	Charge	\$57.00	5/16/2007	NotPaid	\$0.98		10
4	Anderson,Ac	5/16/2007	Charge	\$28.20	5/16/2007	NotPaid	\$0.28		11
4	Anderson,Ac	5/16/2007	Charge	\$222.20	5/16/2007	NotPaid	\$2.24		12
4	Anderson,Ac	5/16/2007	Charge	\$99.00	5/16/2007	NotPaid	\$1.00		13
11	Harrison,Haz	6/8/2007	Charge	\$36.00	6/8/2007	PartialPaid	\$0.09		69

Customer Maintenance (continued)

In-store Charge Finance (continued)






Table 2.12 contains a description of each field contained in the **In-store Charge Finance** form.

IN-STORE CHARGE FINANCE – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Proc Date	Defaults to current date, but user can use any effective date for the finance charge calculation
Percentage	Defaults to previous % used, but user is allowed to enter any percentage so desired
Grace Period	Defaults to previous number of days, but user is allowed to enter any number of days desired to be added on top of the invoices' terms (or due date) after which finance charge is calculated.
Finance Charge	Displays total of the currently calculated finance charge.
Memo	Reason or special notation in the finance charge currently being calculated
Last Finance Charge:	
Proc Date	Displays effective date of the last finance charge calculated
Percentage	Displays the percentage of the last effective finance charge calculated
Grace Period	Displays the number of days given as grace period on the last calculated finance charge.
Finance Charge	Displays the total of the last finance charge calculated
Grid Columns:	
Card No	Lists card numbers of customers whose finance charges were (will be) computed
Name	Lists customer names whose finance charges were (will be) computed.
Proc Date	Lists effective dates of the charges finance charges were (will be) computed.
Type	Lists type of the charges finance charges were (will be) computed
Amount	Lists the original amount of charges finance charges were (will be) computed.
Due Date	Lists the due dates of the charge transactions finance charges were (will be) computed.
Status	Lists the status of the charge transactions finance charges were (will be) computed.
Balance	Lists the balance of partially paid charges finance charges were (will be) computed.
Finance Charge	Lists the individual computed finance charges.
Trans No	Lists the trans id number of the charge transactions finance charges were (will be) computed.

Table 2.12

Processing buttons:

The following describes the buttons used to process finance charge calculations on the **In-store Charge Finance** form.

<u>Button</u>	<u>Description</u>
	Calculates finance charges.
	Resets to original defaults and grid to display the old data when not satisfied with the calculated finance charges, but before saving.
	Saves calculated finance charges. Finance charges are totaled by customer and are added to customers' accounts.
	Deletes the latest calculated finance charges. More than one set of calculated finance charges can be deleted starting from the latest set. Deletion does not skip dates and is allowed only when no payments or finance charge on top of the finance charges have been made.
	Ignores the new calculated finance charges. Use this button to exit the form.

Customer Maintenance (continued)

Customer In-store Charge Attributes

The **Customer In-store Charge Attributes** form is used to set up customers who would enjoy charge privileges. This form is displayed when the **Customer Attributes** is clicked from the toolbar.

Note: Column headings can be toggled for desired data sorting.

CardNo	Name	Terms	Credit Limit	Balance	Finance Charge
111	Harrison, Hortense	1	\$5.00	(\$34.90)	Yes
0047503463106	Hen, Les	0	\$1,000.00	\$0.00	
2	Henry, Emily	1	\$2,000.00	\$52.78	Yes
3	Henry, Kristin	1	\$1,000.00	\$113.42	Yes
1	Henry, Luke	0	\$2,000.00	\$12.33	Yes
24	Henry, Riley	1	\$5.00	(\$4.35)	Yes
26	Henry, Schmem	5	\$1,000.00	\$0.00	Yes
25	Henry, Smiley	5	\$1,000.00	\$0.00	Yes
9	Hughes, Howard	5	\$1,000.00	\$0.00	Yes


Table 2.13 contains a description of each field contained in the **Customer In-store Charge Attributes** form.

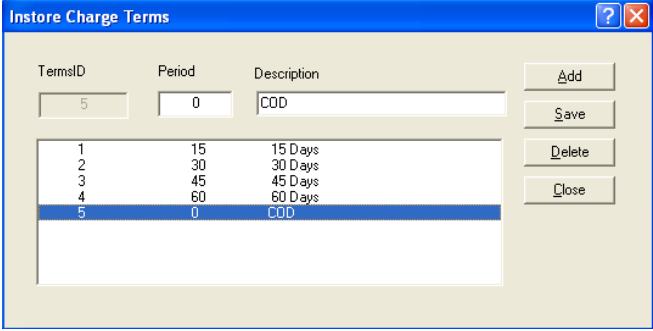
CUSTOMER IN-STORE CHARGE ATTRIBUTES – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Card No	Displays the current customer's card number. User can also enter or double-click grid row to display another customer's data.
Name	Displays the name of the current customer.
Balance	Displays the current outstanding balance of current customer.
In-store Charge Box	Flagged when customer is set up as charge customer.
Terms	Displays the selected term enjoyed by the current customer.
Credit Limit	Displays the allowed credit limit given to customer. Credit limit defaults to the amount entered on the System information form in the Administration menu.
Finance Charge Check off Box	Flagged to allow calculation of finance charge on overdue invoices of current customer.
Grid columns:	
Card No	Lists the card numbers of all customers properly set up to enjoy charge privileges.
Name	Lists the names of al customers properly set up to enjoy charge privileges.
Terms	Lists the Terms ID No selected for the charge customers
Credit Limit	Lists the credit limits granted to charge customers.
Balance	Lists the current outstanding (unpaid) balances of the charge customers.
Finance Charge	Identifies when customers are imposed finance charges. "Yes" means Finance Charge box is checked off for the customer

Table 2.13

Customer Maintenance (continued)

In-store Charge Terms

The **In-store Charge Terms** form is used to set up various credit terms extended to a customer. This form is displayed when the **Terms** field  is clicked from the **Customers In-store Charge Attributes** form. Click **Add** to add new categories to the list. To modify a term, retrieve the data by clicking any column of a desired term.



TermsID	Period	Description
1	15	15 Days
2	30	30 Days
3	45	45 Days
4	60	60 Days
5	0	COD

Table 2.14 contains a description of each field contained in the **In-store Charge Terms** form.

IN-STORE CHARGE TERMS- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Terms ID	Number assigned sequentially by the system starting from number 1. This number displays on the Terms column of Customer In-store Charge Attributes form
Period	Number of days paired with the Terms ID being set up. This number is used in determining the default due date of the charge transactions in the New In-store Charge form. This number displays on the Terms column of the In-store Charge AR Maintenance form.
Description	Displays the description of the set up term. This description is used on the Terms field of the New (Edit) In-store Charges form.
Terms ID Column	Lists all the current terms ID
Terms Period Column	Lists the various number of days assigned to each Terms ID's
Term Description Column	Lists the descriptions corresponding to the different Terms ID's

Table 2.14

Processing buttons:

The following describes the buttons used to process finance charge calculations on the **In-store Charge Terms** form.

ButtonDescription


Adds new term. When clicked a system assigned number is displayed in the Terms ID field. Type desired data on **Terms** and **Description** fields.



Saves the new term that is added. Use this button to save changes made to a term.




Deletes a retrieved term.



Exits the form.

Customer Maintenance (continued)

Customer Memo

The **Customer Memo** form is used to maintain miscellaneous information about a customer. The customer's card number stores the data. This form is displayed when the **Memo**  is clicked from the toolbar on the **Customer** form.

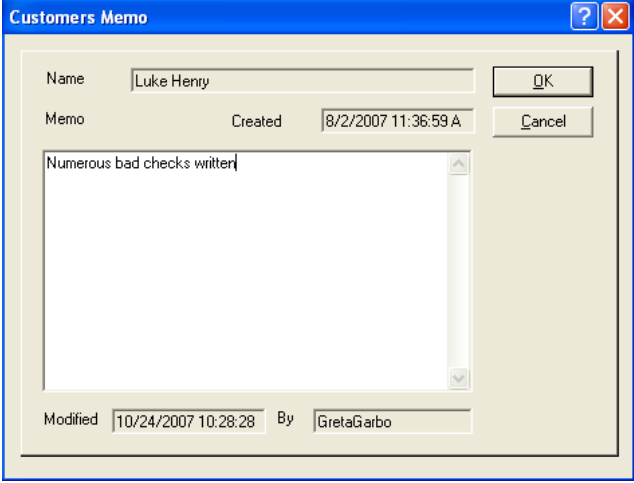


Table 2.15 contains a description of each field contained in the **Customer Memo** form.

CUSTOMER MEMO - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Name	Displays the Customer's first and last name
Created	Date the memo was created
Memo	Miscellaneous information entered for the customer
Modified	Date of last modification
By	Person who last modified the information

Table 2.15

Bad Check Maintenance

The **Bad Check Maintenance** form is used to add and maintain bad check information for customers. Management of bad checks is a critical function that should be managed closely. This function does not only allow the user to maintain bad checks written by a customer, but also provides a good audit trail for tracking purposes. A customer's check writing privilege can also be maintained from this form by updating the **Write Checks** box resulting in an update to the customer's data. Clicking one of the letter fields triggers the generation of a bad check letter to the customer. The system makes the letter available for editing and printing through Microsoft Word.

If a customer with bad checks is linked to another customer, the **Links** button can be clicked to view information about the linked customer. If the user un-flags the write checks field, a message will be displayed asking if the check-writing privileges should be removed from the linked customer.

Table 3.1 contains a description of each field contained in the **Bad Check** form.

BAD CHECK - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Search by Card No.	Search field to find a Customer by card number.
Name	Displays customer's last and first name
D/L #	Customer's driver license number
Check #	Bad check number
Paid	Amount the customer has paid on the bad check
Date	Date of the bad check
Paid Date	Date the customer paid the bad check and fee amount
Amount	Amount of the bad check
Total	Total amount on the bad check including fee
Fee	Fee charged to customer for writing a bad check
Balance	Remaining balance due on the bad check
Memo	Miscellaneous notes about a customer's bad check
Called	Flag to indicate customer has been called - Date when call made is system generated
Letter 1	Flag to indicate 1 st notification letter sent - Date when letter sent is system generated
Letter 2	Flag to indicate 2 nd notification letter sent - Date when letter sent is system generated
Letter 3	Flag to indicate 3 rd notification letter sent - Date when letter sent is system generated
Write Checks	Flag to enable or disable customer's privilege to write checks (updates customer table)
Links Button	Click to show the name and card number of a linked customer, if any
BAD CHECK LIST	(Multiple occurrences of the following)
Date	The date of the bad check
Check #	The check number of the bad check
Amount	The amount of the bad check
Fee	The fee amount charged by the store for the bad check

Table 3.1











Bad Check Maintenance (continued)

BAD CHECK - FIELD DESCRIPTIONS (CONTINUED)	
FORM FIELD	DESCRIPTION
BAD CHECK LIST (cont.)	
Total	The total amount of the bad check
Paid	The amount paid on the bad check
Paid Date	The last date that a payment was received against the bad check
Balance	The balance due on the bad check
Called	Date customer was called in regards to the bad check
Letter1	Date the first notification letter was sent
Letter2	Date the second notification letter was sent
Letter3	Date the third notification letter was sent
Memo	Displays any notes on the bad check

Table 3.1


Toolbar

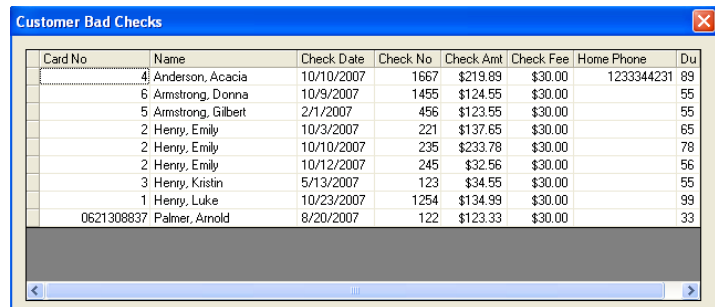
The following describes the functions supported by the toolbar located on the **Bad Check** form.

<u>Button</u>	<u>Description</u>
	Exits the current window
	Prints a bad check report (Refer to the Print Customer Bad Checks Report section)
	Displays the bad check report on the screen (Refer to the Print Customer Bad Checks Report section)
	Saves your entries or changes for the current record
	“Jumps” to the Add a Bad Check Function
	“Jumps” to the Edit a Bad Check Function
	Finds a customer by name (Refer to the RETAIL™ Search topic in the Customer Maintenance section)
	Gives a quick view of all the bad checks in the system (Refer to the Customer Bad Checks topic in this section)
	Helps to access the form used to change the check return fee (Refer to the Set Check Return Fee topic in this section)
	Activates the context-sensitive help

Bad Check Maintenance (continued)

Customer Bad Checks

The **Customer Bad Checks** form is used to perform a quick view of all the bad checks in the system. The data is sorted in alphabetical order by customer last name. This form is displayed when the **Display Customers' Bad Checks**  is clicked from the toolbar from the **Bad Check** form.




Card No	Name	Check Date	Check No	Check Amt	Check Fee	Home Phone	Du
4	Anderson, Acacia	10/10/2007	1667	\$219.89	\$30.00	1233344231	89
6	Armstrong, Donna	10/9/2007	1455	\$124.55	\$30.00		55
5	Armstrong, Gilbert	2/1/2007	456	\$123.55	\$30.00		55
2	Henry, Emily	10/3/2007	221	\$137.65	\$30.00		65
2	Henry, Emily	10/10/2007	235	\$233.78	\$30.00		78
2	Henry, Emily	10/12/2007	245	\$32.56	\$30.00		56
3	Henry, Kristin	5/13/2007	123	\$34.55	\$30.00		55
1	Henry, Luke	10/23/2007	1254	\$134.99	\$30.00		99
0621308837	Palmer, Arnold	8/20/2007	122	\$123.33	\$30.00		33

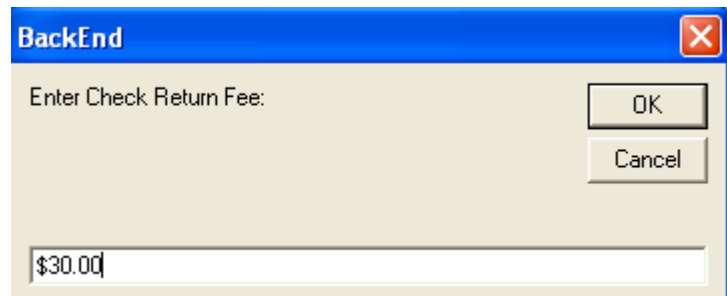
Table 3.2 contains a description of each field contained in the **Customer Bad Checks** form.

CUSTOMER BAD CHECKS - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Card No	Display the customer's card number
Name	Display the customer's Last Name and First Name
Check Date	Display the bad check date
Check No	Display the bad check number
Check Amt	Display the bad check amount
Check Fee	Display the fee amount on the bad check
Home Phone	Display the Customer's phone number
Due	Display the amount due on the bad check

Table 3.2

Set Check Return Fee

The **Set Check Return Fee** form is displayed when the **Set Check Return Fee**  is clicked from the toolbar on the **Bad Check** form. The form is used to set or change the required check return fee on customers' returned checks. When the fee is changed, the new fee applies only to future returned check entries for all customers.



BackEnd

Enter Check Return Fee:

OK

Cancel

\$30.00

Electronic Coupons

The **Electronic Coupons** form is used to create and edit coupons. Coupons can be targeted for use by all preferred customers (Customer Type = "PC") or for use by a specific customer (Target). The coupon can be for a price reduction amount, a specific price, or a percentage discount. Specific criteria can be assigned to the coupon to limit the use for a specific product or mix match code, department, section, vendor, or product group. The coupon can also be restricted for use during a certain time period or to restrict use based on a minimum quantity or amount purchased. The coupon is automatically applied to the purchase at the checkstand when the customer ID is entered. To edit a coupon, select it from the list or enter a Coupon ID in the Coupon ID field.

Coupon Type includes 6 different types of coupons:

- **Preferred** – coupon is applied to preferred customers (Type = PC in Customer Maintenance). This is for basic cents off or specified price coupons for UPCs, departments, sections, vendors, and product groups.
- **Target** – coupon is applied to one or more specific customers. A customer card number is required.
- **Linked** – Generates a coupon that the customer can use on the next shopping trip.
- **BOGO** – Buy One Get One (applies to all customers), not just PC.
- **Pick Quantity** – Pick a specified quantity and receive all for a reduced price. This type of pricing is commonly used for random weight meat items (buy 5 packages of meat for 20.00). Or, a free item may be rewarded after the quantity has been purchased.
- **Total Order** – A dollar amount off the order after the Minimum Order is reached. Or, award an item free after the minimum order is reached.

Restrictions include Trigger Quantity or Amount, Start and End dates, if the coupon can be used on multiple orders (**Multiple Use**), limit the number of times a coupon can be used in an order (**Limit per Order**) and the minimum purchase amount before the coupon is awarded (**Min Purchase**). If you do not want the price of the trigger item included in the minimum purchase amount, set **Exclude Trigger Items** to 'Yes' in **POS Information**.

The **Coupon Method** options depend on the type of trigger selected. For UPC and Mix Match triggers, a Price Reduction or a Specified Price can be applied. For **most** others, a Price Reduction or % Reduction can be applied. **Generate Coupon** rewards the customer with an additional coupon instead of an instant discount. The coupon generated as the reward could be applied to the current customer's order or to a future order. If the option is grayed out, the method cannot be used.

The **Description** is used to enter the description of the coupon. Description 1 prints on the checkstand receipt for non-generated coupons, Description 2–4 prints on the receipt for generated coupons. By default, the **Description** is taken from the **Product Maintenance** file preceded by a prefix (see **Coupons Settings** below).

Note: When deleting an electronic coupon, an entry is created in the user activity log in order to provide an audit trail. (Refer to the **User Activity Tracking** topic in the **General Topics** section)

Refer to the **Electronic Coupons** discussion in the **Manage Customers** topic in the **Back End How to...** section of this document for a detailed description on electronic coupons.

If Pick Quantity is chosen as the Coupon Type, the form will change to display the Trigger Price From and Trigger Price To. From the Group Name, select <Add New Group>. An item can only belong to one coupon group, and a Coupon Group can only have one coupon.

On the right side, the field “Free Item” appears. Free items can be applied to Pick Quantity or Total Order coupons.

You will need to create a Coupon Group for Pick Quantity coupons. Add a coupon group Description and press Save. Select the products you want in the group by entering the UPC code, items code, manufacturer code, or selecting the product group. Or, you can use the Retail Power Search part of the form to look for products by description, department, or price, for example. Press the arrow buttons to send the Products you want to the Product Group side.

You can flag one or more of the products in the group to be “Required” by pressing the Show Required Product button. This will enforce that the customer buys the item flagged “Required”.

UPC	Description
000000000000	Chicken Eggs
000000000012	Cup of Noodles Chicken
000000000344	Chicken Pot Pie
000000000400	Organic Chicken Legs
000000001290	Chicken Sandwich
000000007889	Chicken Wings
000510000125	Campbell's Chicken Noodle
000103759015	CONTRESSA CHICKEN STIR FRY
002150600000	Chicken Legs and Thighs
002161000000	Chicken Thighs
002161700000	Chicken Legs
002345600000	Whole Chicken
009100000000	Chicken Noodle

Electronic Coupons (continued)

Table 4.1 contains a description of each field contained in the **Electronic Coupons** form.

ELECTRONIC COUPONS - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Coupon ID	Coupon Number automatically generated by the system.
Trigger	
UPC	Used to select a specific UPC as the trigger criteria. The field next to the UPC field allows for a UPC search by description or Item code.
Mix match	Used to select a specific Mix Match as the trigger criteria. The field next to the mix match field allows for a mix match search.
Dept.	Used to select a specific Department as the trigger criteria.
Section	Used to select a specific Section as the trigger criteria.
Vendor	Used to select a specific Vendor as the trigger criteria.
Product Group	Used to select a specific Product Group as the trigger criteria.
Description 1	Main description for this coupon. Displays on the checkstand for all coupons. By default, this is filled in with a prefix (set in the Coupon Settings) and the product's description from Product Maintenance .
Effective Date	Date when this coupon is in effect
End Date	Expiry date of the coupon (if no Date entered the coupon does not expire)
Multiple Use check box	Check the box if coupon can be used multiple times. Only accessible when coupon is for Target Customer.
Order Limit	To limit the number of times this coupon is triggered in the same order
Min Order	Minimum purchase required to trigger this coupon.
Priority	To set the priority for this coupon in case multiple coupons are triggered at the same time.
Coupon Status	"Active" if this coupon is still active in the system.
Coupon Type (Combo Box)	Used to select the type of customer that coupon applies to: Preferred, Target (specific customer card number required), or Link (used when the coupon is created as the link to a generated coupon)
Card Number(s)	Ellipse button appears to allow selection of customer numbers when the coupon type is Target
Coupon Method (combo Box)	To select the coupon method: Price Reduction (Amount to be subtracted from the price of the product.) Specified Price (Price that overrides the price of the product) % Reduction (Percent reduction to be applied to the price of the product), or Generate Coupon
Trigger Qty/Amt	Minimum quantity or amount required to trigger this coupon.
Coupon Amount	Specifies the amount deducted at the time of sale as long as all the criteria has been met.
Coupon Link	Coupon ID of linked coupon – Used for Generate Coupons only
UPC Link	This UPC is used to absorb the loss generated by this coupon. The dollar amount is tracked against this UPC code. Links are assigned in the Department Maintenance form.
Next Use	Only used for Generate Coupons . Indicates if the generated coupon is used in the current customer transaction or will be used in a future (next use) customer transaction.
Purchase Required	Not used.
Description 2, 3, 4	Other description lines for this coupon. Displays on checkstand if coupon is a generated coupon.
Modified By	Displays the employ who last modified the selected coupon
Modified	Displays the date the coupon was last modified
Coupon List Box	Lists all coupons currently in the system. Criteria defining coupons listed are defined in the Coupon Settings form.

Table 4.1

Note: If a coupon is generated for the same customer multiple times, then the field **Multiples** in the **Customer Coupons** table is incremented by 1 for each occurrence. As the coupon is used on the Front End system, **Multiples** are reduced by 1 for each occurrence.

Electronic Coupons (continued)

RETAIL™ Search

To edit or view a particular coupon, use the search function. The **RETAIL™ Search** form is accessible through the **Ellipse** button (...) next to the **Coupon ID** field. Select the criteria from the **Column** drop-down. You can select Description, Coupon ID, Department, or Modified Date. Select the **Operator**, such as = Equals or Like. Enter the **Value**, or select from the ellipsis button. Press the **Find** button to populate the grid.

Highlight the coupon that you would like to view or edit and press the **OK** button.

Description	CouponID	Trigger Group	Trigger Qty	Trigger Amount
PS Bazooka Gum	169	0	1	\$0.00
PS 1890	4	0	5	\$0.00
Bon Bons \$1 off	102	0	1	\$0.00
PS Beef Jerky	100	0	1	\$0.00
PS Beef Jerky Teriyaki	101	0	1	\$0.00
Buy 5, get .22 off	149	0	5	\$0.00
PS Cheezits	19	0	1	\$0.00
PS Jelly	22	0	2	\$0.00
PS Jelly	23	0	2	\$0.00
PS Tostitos	72	0	1	\$0.00
PS Oatmeal	31	0	3	\$0.00
PS Cadbury's Fruit & Nut Bar	41	0	1	\$0.00
M&M's Match! Part 1	42	0	3	\$0.00
M&M's Match! Part 2	43	0	3	\$0.00
EC Mismatch 2	126	0	3	\$0.00
20% off Coffee and Tea	242	2		\$0.00

Table 4.2 contains a description of each field contained in the **RETAIL™ Search** form.

RETAIL SEARCH FORM - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Column	Select the first criteria from the drop-down, such as Description, Coupon ID, Department, or Modified Date
Operator	Select the Operator from the drop-down. For partial search criteria, choose Like.
Value	Enter the value, which will be dependent on the column and operator that were chosen.
Description	The description of the coupon that is shown on the Front End and receipt.
Coupon ID	Coupon ID of coupon being added/edited
Trigger Group	Used when a group, such as Department or Section, triggers the coupon.
Trigger Qty	The number of items that need to be purchased to trigger the coupon.
Trigger Amount	The amount that must be purchased to trigger the coupon.

Table 4.2

Target Customers

The **Customer Coupons** form is accessible through the **Ellipse** button (...) next to the **Coupon Method** field for **Target Coupons**. Enter one or more customers to which the coupon applies. Only the customers entered will have the coupon available to them for use.

Type a card number or search for a customer by clicking the down arrow next to the **Card No** field. Entries are displayed in the bottom portion of the form as they are added.

You can also access Target coupons in Customer Focus, and apply the coupon to your top customers.

CardNo	Name	CouponID	Multiples
1	Luke Henry	233	1
2	Emily Henry	233	1
3	Kristin Henry	233	1
4	Acacia Anderson	233	1
5	Gilbert Armstrong	233	1
6	Donna Armstrong	233	1
7	Thelma Thompson	233	1
8	Marika Bell	233	1
9	Howard Hughes	233	1
11	Hazel Harrison	233	1
12	Jessica Sandstrom	233	1
13	Henry Fonda	233	1
14	Harry Jones	233	1

Table 4.3 contains a description of each field contained in the **Customer Coupons** form.














CUSTOMER COUPONS FORM - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Coupon ID	Coupon ID of coupon being added/edited
Card No	Type card number or click arrow to search for a customer
Card No	Card Number of customer assigned to the coupon
Name	Name of customer assigned to the coupon
Coupon ID	Coupon ID of coupon being added/edited
Multiples	Number of times coupon has been used

Table 4.3

Electronic Coupons (continued)

Toolbar

The following describes the functions supported by the toolbar located on the **Electronic Coupons** form.

<u>Button</u>	<u>Description</u>
	Exits the current window
	Prints an Electronic Coupons report (Refer to the Print Coupons Report topic in this section)
	Displays the Electronic Coupons report on the screen (Refer to the Print Coupons Report topic in this section)
	Shows/Hides Coupon List
	Deletes the current coupon record. Coupons are not deleted until the Synchronize Checkstands with Electronic Coupons function is executed.
	Saves your entries or changes for the current record
	“Jumps” to the Edit a Coupon function
	“Jumps” to the Add a Coupon function
	Creates a new coupon by cloning the current coupon displayed
	Deletes inactive and expired coupons (Refer to the Delete Inactive Coupons topic in this section)
	“Jumps” to the Electronic Coupon Movement function (Refer to the Electronic Coupon Movement section)
	Enters specific settings related to the coupons displayed in the coupon list and to set the default prefix used in for the coupon descriptions. (Refer to the Coupon Settings topic in this section)
	Activates the context-sensitive help

Electronic Coupons (continued)

Coupon Settings

The **Coupon Settings** form is used to set fields to be used as a search engine to find electronic coupons that meet certain criteria for a specific start date. Criteria can be specified based on trigger group and coupon type. When the criteria are specified and OK is clicked, coupons matching the criteria are displayed in the bottom portion of the **Electronic Coupons** form.

Table 4.4 contains a description of each field contained in the **Coupon Settings** form.

COUPON SETTINGS - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Display Filter	
UPC	Used to select a specific UPC as the filter criteria. (Displays selected criteria when the Show/Hide Coupons Lists button is toggled on)
Mix match	Used to select a specific Mix match code as the filter criteria.
Dept.	Used to select a specific Department as the filter criteria.
Section	Used to select a specific Section as the filter criteria.
Vendor	Used to select a specific Vendor as the filter criteria.
Coupon Type	
Linked Coupon	Used to select all Linked Coupons as filter criteria.
Preferred Customer	Used to select all Preferred Coupons as filter criteria
Target Customer	Used to select all Target Coupons as filter criteria
Misc.	
Start Date	Used to select a Start Date as a filter criteria
Description Prefix	Used to display as the default prefix for the descriptions of each coupon created.

Table 4.4

Electronic Coupons (continued)

Print Coupons Report

This function produces an **Electronic Coupons** report listing all electronic coupons currently listed on the **Electronic Coupons** form. The layout of this report is contained in Appendix F. This function is executed when



or is clicked from the **Electronic Coupons** form.

Table 4.5 contains a description of each field contained in the **Coupon Report**.

Report field	Description	Format	Calculation
Coupon ID	Coupon Id	Number	None
Description	Description which is printed on receipt	Text	None
Trigger Type	Trigger type for the coupon	Text	None
Amount	Price strategy amount	Currency	None
Coupon Link	Coupon ID of linked coupon	Number	None
Trigger	Trigger UPC or trigger group	Text	None
Trigger Amt/Qty	Trigger of product or trigger amount of purchase to trigger coupon	Currency	None
Min Purchase	Minimum purchase required to trigger coupon	Currency	None
Limit	Limit per order	Number	None
Next Use	Coupon is for next visit	Yes / No	None
No Purchase Req	Displays if coupon requires a purchase. Used with generating coupons.		
Effect.	Coupon effective date	Date / Time	None
Expir.	Coupon ending date	Date / Time	None
Priority	Priority of coupon	Number	None
Multi Use	Can coupon be used multiple times	Yes / No	None
UPC link	The default Electronic coupon link for the dept or a typed in UPC set up for the coupon loss	Text	None


Table 4.5

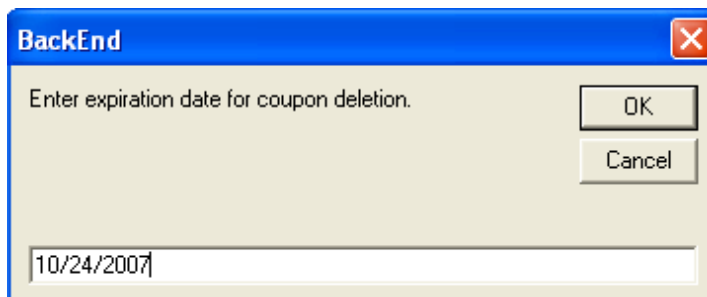
Selection Criteria:

Select coupons matching criteria specified in the **Coupon Setting** function of the **Electronic Coupons** form


Sort Criteria: Coupon ID - Ascending

Delete Inactive Coupons

The **Delete Inactive Coupons** form is used to delete inactive coupons by virtue of dates being expired. The date entered is the latest date for which coupons can be deleted. If **OK** is clicked, all expired coupons with dates on or before the entered date are deleted. This form is displayed when the **Delete Inactive Coupons**  on the **Electronic Coupons** form is clicked.



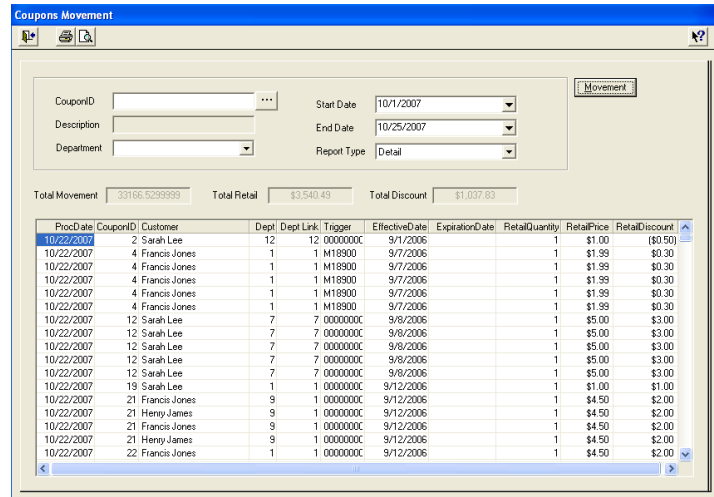
Electronic Coupon Movement

The **Electronic Coupon Movement** form is used to view coupon movement for a desired time period. This form can be accessed from the **Electronic Coupon** form by clicking **Coupon Movement**  from the toolbar or from the main Customer menu. Movement can be displayed for a specific coupon, an entire department, and/or coupons meeting a specific date range.

The coupon movement can be displayed in one of two formats based on the Report Type selected:

Detail - customer usage for each coupon

Summary - one line per coupon



ProcDate	CouponID	Customer	Dept	Dept Link	Trigger	EffectiveDate	ExpirationDate	RetailQuantity	RetailPrice	RetailDiscount
10/22/2007	2	Sarah Lee	12	12	00000000	9/1/2006		1	\$1.00	(\$0.50)
10/22/2007	4	Francis Jones	1	1	M18900	9/7/2006		1	\$1.99	\$0.30
10/22/2007	4	Francis Jones	1	1	M18900	9/7/2006		1	\$1.99	\$0.30
10/22/2007	4	Francis Jones	1	1	M18900	9/7/2006		1	\$1.99	\$0.30
10/22/2007	4	Francis Jones	1	1	M18900	9/7/2006		1	\$1.99	\$0.30
10/22/2007	4	Francis Jones	1	1	M18900	9/7/2006		1	\$1.99	\$0.30
10/22/2007	12	Sarah Lee	7	7	00000000	9/8/2006		1	\$5.00	\$3.00
10/22/2007	12	Sarah Lee	7	7	00000000	9/8/2006		1	\$5.00	\$3.00
10/22/2007	12	Sarah Lee	7	7	00000000	9/8/2006		1	\$5.00	\$3.00
10/22/2007	12	Sarah Lee	7	7	00000000	9/8/2006		1	\$5.00	\$3.00
10/22/2007	19	Sarah Lee	1	1	00000000	9/12/2006		1	\$1.00	\$1.00
10/22/2007	21	Francis Jones	9	1	00000000	9/12/2006		1	\$4.50	\$2.00
10/22/2007	21	Henry James	9	1	00000000	9/12/2006		1	\$4.50	\$2.00
10/22/2007	21	Francis Jones	9	1	00000000	9/12/2006		1	\$4.50	\$2.00
10/22/2007	21	Henry James	9	1	00000000	9/12/2006		1	\$4.50	\$2.00
10/22/2007	22	Francis Jones	1	1	00000000	9/12/2006		1	\$4.50	\$2.00

When the criteria have been entered, click **Movement**. The movement is displayed in the bottom portion of the form.

Table 5.1 contains a description of each field contained in **Electronic Coupon Movement** form.





ELECTRONIC COUPON MOVEMENT- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Coupon Id	Coupon Id assigned in the Electronic Coupon form
Description	Coupon Description in the Electronic Coupon form
Department	Department assigned to the trigger in the Electronic Coupon form
Start Date	Start Date of Coupon
End Date	End Date of coupon
Report Type	Report Type - Detail (customer usage for each coupon) or Summary (one line per coupon)
Total Movement	Total quantity of items sold
Total Retail	Total Retail Price of the trigger at the time of the sale
Total Discount	Total actual coupon discount (coupon amount) at the time of the sale
Coupon Movement List-Detail	
Proc Date	Date coupon was used
Coupon ID	Coupon ID assigned in the Electronic Coupon form
Customer	Customer assigned to coupon at the time of the sale
Dept	Department assigned to the trigger in the Electronic Coupon form
Link	Department assigned to the coupon link
Trigger	Trigger (either UPC code or Group Code)
Start Date	Start Date of Coupon
End Date	End Date of Coupon
Qty	Quantity of coupon purchased per sales transaction
Retail Price	Retail price of the trigger at the time of the sale
Discount	Actual coupon discount (coupon amount) at the time of the sale
Coupon Movement List-Summary	
Coupon ID	Coupon ID assigned in the Electronic Coupon form
Description	Descriptions as assigned in the Electronic Coupon form
Dept	Department assigned to the trigger in the Electronic Coupon form
Trigger	Trigger (either UPC code or Group Code)
Start Date	Start Date of Coupon
End Date	End Date of Coupon
Qty	Quantity of coupon purchased per sales transaction
Retail Price	Retail price of the trigger at the time of the sale
Discount	Actual coupon discount (coupon amount) at the time of the sale

Table 5.1

Electronic Coupon Movement (continued)

Toolbar

The following describes the functions supported by the toolbar located on the **Electronic Coupon Movement** form.

<u>Button</u>	<u>Description</u>
	Exits the current window
	Prints an Electronic Coupon Movement report (Refer to the Electronic Coupon Movement Report topic in this section)
	Displays the electronic coupon report on the screen (Refer to the Electronic Coupon Movement Report topic in this section)
	Activates the context-sensitive help

Electronic Coupon Movement Report



The **Electronic Coupon Movement Report** function produces a **Coupon Movement Summary/Detail** report listing all movement currently listed on the **Electronic Coupon Movement** form. The report is sorted in Department name sequence. The layout of these reports is contained in Appendix F. This function is executed when  or  is clicked from the **Electronic Coupon Movement** form.

Table 5.2 contains a description of each field contained in the report.

Report field	Description	Format
Movement by Detail		
Trigger	Trigger (either UPC code or Group Code)	Text
Start Date	Start Date of Coupon	Date
End Date	End Date of Coupon	Date
Proc Date	Date coupon was processed on the Checkstand	Date
Customer	Customer number assigned to the sale	Text
Movement	Quantity of items sold	Number
Price	Retail price of the trigger	Currency
Coupon Price	Price of trigger less the coupon amount	Currency
Loss	Coupon Amount (discount amount)	Currency
Total Loss	Total coupon amount	Currency
Movement by Summary		
Coupon id	Coupon Id assigned in the Electronic Coupon form	Number
Description	Coupon Description in the Electronic Coupon form	Text
Trigger	Trigger (either UPC code or Group Code)	Text
Start Date	Start Date of Coupon	Date
End Date	End Date of Coupon	Date
Movement	Quantity of items sold	Number
Price	Retail price of the trigger	Currency
Coupon Price	Price of trigger less the coupon amount	Currency
Loss	Coupon Amount (discount amount)	Currency
Total Loss	Total coupon amount	Currency

Table 5.2

Frequent Shopper Ranges

The **Frequent Shopper Ranges** form is used to set up shopper point ranges being earned by customers. The ranges are automatically established based on the entries entered. The amount represents the high-end of the range (that is, purchase up to the amount entered receives the points assigned to the range). New entries are automatically inserted into the list as they are entered. To delete an entry, select the entry in the list and click **Delete**.

Table 6.1 contains a description of each field contained in the **Frequent Shopper Point Ranges** form.


FREQUENT SHOPPER POINT RANGES- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Amount	Maximum amount of purchase of a level (range)
Points	Number of points earned within a purchase range
Modified	Date and time stamped by system when the point range was created/modified
By	Person who created or the last person who modified the range
Save Button	Use to save the information
Delete Button	Use to delete a desired point range
Close Button	Click to exit this function or form, the same as  button on the tool bar
Help Button	Click to access Help file for this function.
Range List	
From Amount	Displays the minimum amount of the point range
Amount	Displays the maximum amount of the point range
Points	Displays the points earned for each point range
Modified	Displays the date and time modified for each point range
Modified By	Displays the Number of the Employee who modified/created each range

Table 6.1

Reset Frequent Shopper Points

The **Reset Frequent Shopper Points** form is used to reset the Points Earned value for all customers to a specified point value. Type the value and click **OK**. The system then prompts for confirmation of the update. The system then updates the Points Earned value for all customers to the specified value.

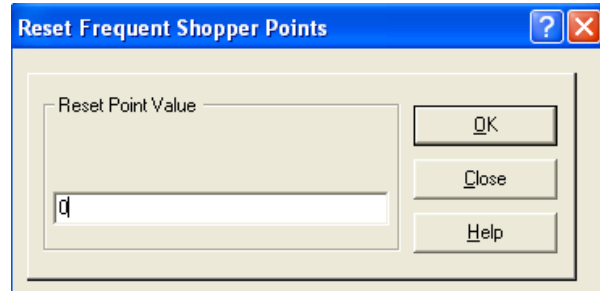


Table 7.1 contains a description of each field contained in the **Frequent Shopper Point Ranges** form.

RESET FREQUENT SHOPPER POINTS- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Reset Point Value	A new across the board point set
OK Button	Click to confirm new set point
Cancel Button	Click to cancel entry

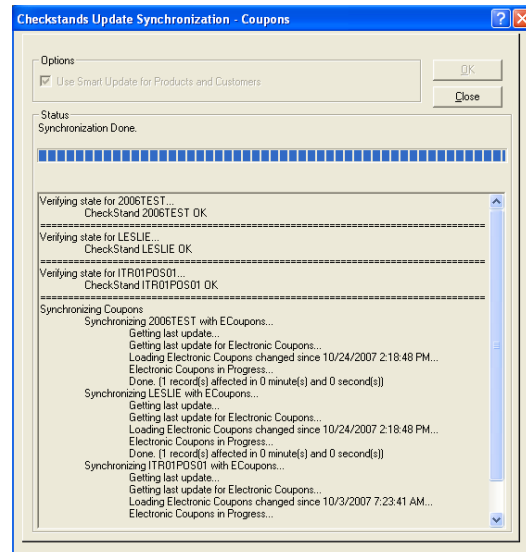
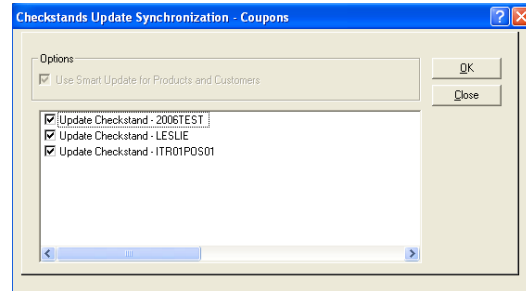
Table 7.1

Synchronize Checkstands with Customers / Electronic Coupons

The two forms, **Synchronize Checkstands with Customers** and **Synchronize Checkstands with Electronic Coupons** are used to update the checkstand databases with the latest customer information, frequent shopper ranges, and coupon data. After adding, editing, or deleting customers, adding or editing bad checks, editing frequent shopper point ranges, and adding or editing coupons, the checkstand computers should be updated so they have the latest information. Confirm which checkstands to update, and then click **OK**. The data is then be updated to each of the Front End checkstands selected.

Note: When deleting customers or electronic coupons, these functions physically delete the customers and coupons from the Back End and checkstand customer databases.

Note: The checkstand databases are only used when the Front End checkstands are running in stand-alone mode.



Processing Restrictions:

No restrictions - can be run at any time

Processing Specifications:

1. Select the checkstands to be updated (usually all). To de-select, click in the box next to the checkstand name to remove the ☒. Click **OK** to start the process.
2. By default, "Use Fast Update for Customers and Products" is selected. Only the new and updated products will be updated to the checkstands. To de-select, click in the box to remove the checkmark, which will cause all the products in the database to be updated.
3. The system connects to all Check Stands selected. If there is an error, the system prompts you with "Cannot connect to some of the checkstand" "Do you still want to continue? "
 - a. If you choose **NO**, the system aborts this function.
 - b. If you choose **YES**, then the system continues with this function. However, the checkstands that caused the error is not updated with the customer information.
 - c. In either case, the system is having a problem connecting to the checkstands and action should be taken. Either there is a network problem in connecting to the checkstand or the checkstand name is incorrect in RETAIL™ (see the **System Information** section under the **Administration** Tab for more information).

Print Customer Report



The **Print Customer Report** function (accessed from the **Administration Menu** or the toolbar of **Customer Maintenance**) produces a **Customers** report listing all customers that currently exist in the system. The layout of this report is contained in Appendix F. This function is executed when  or  is clicked from the **Customer** form or from the **Print Customer Report** function in the **Customers** menu.

Table 8.1 contains a description of each field contained in the **Customer** report.

Report field	Description	Format	Calculation
Customer Name	Customer name	Text	None
Address	Customer Address	Text	None
Card Number	Customer Card Number	Text	None
Link	Customer Card Number linked to this customer	Number	None
Home Phone	Customer home phone	Number	None
Purchases	Total purchases for this customer	Number	None
Shopped	Total number of people this customer shops for	Number	None

Table 8.1

Selection Criteria:

Select all records contained in the **Customer Status** table

Sort Criteria:

Dependent on user selection

Print Customer Bad Checks Report



The **Print Customer Bad Checks Report** function produces a **Bad Checks** report listing all bad checks that are currently outstanding in the system. The report is sorted in customer name sequence. The layout of this report is contained in Appendix F. This function is executed when  or  is clicked from the **Bad Check** form or from the **Print Bad Checks Report** function in the **Administration** menu.

Table 8.2 contains a description of each field contained in the **Bad Checks** report.

Report field	Description	Format	Calculation
Names	Customer name	Text	None
Card Number	Card ID Number	Number	None
Date	Check date	Date/Time	None
Check #	Check Number	Text	None
Amount	Amount of the check	Currency	None
Fee	Fee applied for the bad check	Currency	None
Total	Total owed by the customer for the bad check	Currency	Check Amount + Check Fee
Balance	Outstanding balance owed by the customer for the bad check	Currency	Total Amount – Payments Made by customers

Table 8.2

Selection Criteria:

Select all bad check records

Sort Criteria:

Purchases - Descending

In Store Charge Report - Aging

The **In Store Charge Report – Aging** function produces a **Customer Charge Aging** report listing all outstanding charges by customers. This report is generated from the Charge Maintenance toolbar. The report's process date is always the current date. The aging report can be generated either by **Summary** Report or by **Detail** Report. The Age Group number of days displayed on the report is by default.

The layouts of these reports are found in Appendix F. Tables 9.1 and 9.2 contain description of each field contained in the **In Store Charge Aging Report – Summary** and **In Store Charge Aging Report – Detail**.

Report field	Description	Format	Calculation
Columns:			
Card No	Card numbers of customers with outstanding balances. Card number displays separately for each age group.	Text	None
Name	Names of customers with outstanding balances listed separately for each age group.	Text	None
Amount	Outstanding charges, credit memos, Front-end returns, and Front-end pay outs, (if MI tender is used) falling into each age group	Currency	Total have unpaid and partially paid charges less credit charges.
Payment	Unapplied payments and payments applied partially to a charge. Unapplied payment is aged by the payment date; whereas payment partially applied to a charge takes the age of the charge it is applied to.	Currency	Total of
Balance	Outstanding customers' balances belonging to each age group.	Currency	Amount less Payment
Rows:			
Current	Includes all charge transactions falling within the outstanding invoices' due dates	Text/Currency	None
Age Groups	Includes transactions falling within the given age group after the invoices' due dates.	Text/Currency	None
Customers	Lists customer card numbers and names by account age group	Text	None
Sub-Totals/ Total	Sub-totals by account age group; grand total of all age group.	Currency	Add amounts by columns

Table 9.1

Report field	Description	Format	Calculation
Columns:			
Proc Date	Effective dates of every outstanding charge transactions	Text	None
Type	Charge, Misc. Charge, Finance Charge or Payment	Text	None
Re No	Receipt number, invoice number, check number, and so on.	Text	None
Due Date	Due dates of every charge item	Date	None
Amount	Original amounts of the charge transactions	Currency	None
Balance	Unpaid charges and unapplied credits and payments	Currency	Amount less Partial Payments
Rows:			
Age Groups	Main data groupings	Text	None
Customers	Data groups under age groups	Text	None
Charges	Itemized charge transactions		
Sub-Totals/Total	Sub-totals by customers, by age groups/ grand total of all age groups	Currency	Add amounts in columns

Table 9.2

Selection Criteria: Shows unpaid charges, partially paid charges, unapplied payments, and credits

Sort Criteria: Age – current to latest; Customers - alphabetical

Charge Activity Report

The **In Store Charge Activity Report** function produces a report listing all customers or a selected customer having charge activities within the period selected. This report is generated from the In-store Charge Maintenance toolbar. Select records inclusive of the Start Date and End Date entered in the **In-store Charge Report- Activity** access form. Besides date selection, the report also selects records either by customer Card No or All Customers as shown in the form.

Table 9.3 contains a description of each field contained in the **In-store Charge Activity** report.

Report field	Description	Format	Calculation
Columns:			
Date	Charge activity date in descending chronological order	Date/Time	None
Activity	Charge activity short description	Text	None
Reference No.	Till No - Checkstand No – Transaction No (when activity originated at the checkstand. Backend entry reference is the text input by the user).	Text	None
Memo	Detailed description of activity. Applies to the Backend entry only.	Text	None
Amount	Charge activity amount	Currency	None
Rows:			
Names	Names of customers	Text	None
Card Numbers	ID numbers of customers	Text	None
Current Balance	Current account balance for the customer	Currency	None
Charge Activities	Itemized charge transactions within the selected period	Currency	None

Table 9.3

Selection Criteria:

Based on input form – only customers with activity during the time period

Sort Criteria:

By customer in alphabetical order

Charge Balance Detail Report

The **Print Charge Balance Detail Report** function generates a report listing all activities and a running balance for the time period selected. This report is generated from the In-store Charge Maintenance toolbar. This allows for a detailed review of account and balances for a customer or all customers.

Select the start date and customer(s) desired. The end date is automatically set to the current date and is used as the starting point to calculate customer balances.

Table 9.4 contains a description of each field contained in the Customer In-store Charge Balance Detail report.

Report field	Description	Format	Calculation
Columns:			
Date	Charge activity date	Date/Time	None
Activity	Charge activity short description	Text	None
Reference No.	Till No - Checkstand No – Transaction No (when activity originated at the checkstand. Backend entry reference is the text input by the user).	Text	None
Memo	Detailed description of activity. Applies to the Backend entry only.	Text	None
Amount	Charge activity amount.	Currency	None
Balance	Displays the charge account's running balance. Activity is listed in descending chronological order.	Currency	Current balance plus/minus charge activity for the next row balance.
Rows:			
Names	Names of customers	Text	None
Card Numbers	ID numbers of customers	Text	None

Table 9.4

Selection Criteria:

Based on input form – customer selected or all customers with activities during the selected period

Sort Criteria:

By customer in alphabetical order

Charge Balance Summary Report

The **Charge Balance Summary Report** function produces a **Customer In-store Charge Balance Summary** report listing all customers with outstanding balances as of the current (End) date. The Start Date and specific Customer Card number as selections are ignored in the generated report.

Charge Balance Summary Report (continued)

The layout of this report is found in Appendix F. Table 9.5 contains a description of each field contained in the **Customer In-store Charge Balance Summary** report.

Report field	Description	Format	Calculation
Card Number	Card ID Number	Text	None
Customer Name	Charge customer name	Text	None
Home Phone	Charge customer phone number	Text	None
D/L	Charge Customer driver's license	Text	None
Current Balance	Charge customer outstanding balance owed Also shows customers with negative balances	Currency	None

Table 9.5

Selection Criteria:

Select all charge account customers' outstanding balances

Sort Criteria:

By customer in alphabetical order

In-Store Charge Statement

The **In-Store Charge Statement** function produces statements for all customers or a selected customer. This report is generated from the In-store Charge Maintenance toolbar. This report serves as a Customer's Statement of account that can be mailed to the customer for payment.

Type the start date and end date for the statement period. The End Date selected is limited to be within 30 days from current date. Statements can be printed for all customers or for a specific customer.

Table 9.6 contains a description of each field contained in the **In-store Charge Statement**.

Report field	Description	Format	Calculation
Customer Data	Customer name, ID Number, and address	Text	None
Period	Displays the selected dates	Date	None
Statement Ending Balance	Displays the outstanding balance at ending date	Currency	Statement beginning balance plus/ minus transactions within the selected period
Terms	Displays the terms description extended to the customer	Date	None
Columns:			
Date	Charge activity dates	Date	None
Activity	Transaction short description	Text	None
Reference No	Checkstand No – Till No – Transaction No for checkstand transactions. Entered reference number for Backend entries.	Text	None
Amount	Charge activity transaction amounts	Currency	None
Statement Beginning Balance	Displays the beginning balance of the period selected	Currency	Current balance plus/minus transactions from the current date to beginning date

Table 9.6

Selection Criteria:

Based on input form – customers with outstanding balances

Sort Criteria:

Transaction date

Customer Focus

The **Customer Focus** function allows retailers to focus on their customers and improve their customer loyalty. This function allows retailers to:

- Rank their top customers for specific weeks, months, and years
- View customer buying patterns (for example, which departments they are shopping in, which products they are purchasing)
- View discounts consumed by the customer (for example, electronic coupons, manufacturer coupons)
- View preferred times they shop
- View the customer's favorite cashier(s)

The customer focus data consists of weekly, monthly, and yearly data. Data is updated daily by system tasks that are executed automatically. Click a specific time period and select which type of data (week, month, and year) you want to view. A list of customer data is displayed at the bottom of the screen. Double-click a particular line to view the specific data for that customer including the customer's photo (if a photo has been assigned to the customer in the **Customer Maintenance** form).

Table 10.1 contains a description of each field contained in **Customer Focus** form.

CUSTOMER FOCUS- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Customer Information	
Customer Photo	Photo assigned through the Customer Maintenance form
Name	Customers name set up through the Customer Maintenance form
Phone	Customers phone set up through the Customer Maintenance form
Address	Customers address set up through the Customer Maintenance form
Criteria	
Date	Information is calculated from the Sunday previous to this date
Week	Information is displayed by the week, from Sunday to Saturday of the week selected.
Month	Information is displayed by the Month, from the first to the current or last day of the month selected.
Year	Information is displayed by the Year, from the first to the current or last day of the year selected.
Sales Information	
Sales	Total sales for the customer for the time period
CGS	Cost of Goods Sold for the customer for the time period
Profit	Total profit for the time period (sales minus cost)
Gross Margin	Price minus Cost divided by Price
Total Sales	Total sales for the customer for all instances of the time criteria selected (that is, if criteria is week, total is for all weeks)
#1 Dept Profits	Department where customer purchases had highest profit
#1 Dept Sales	Department where customer purchased most
Profit Contributions	The percentage of profits contributed by highest ranking department
Statistics	
Amt/Trip	Total amount purchased per trip
Profit/Trip	Amount of profit per shopping trip for the customer
Shopped for	The number of people customer shops for (from Customer Maintenance screen)
Times/Prd	Number of times shopped during the time period selected
Trans Time	Average time to complete a transaction for the customer
Times Shop	Times (that is, clock time) when customer shops
Favorite Products	Top 20 products this customer purchases the most
Favorite Cashier	Top 20 cashiers this customer uses
Department Distribution	Top 20 departments this customer purchases from
List	
Card Number	Customer's card number assigned through the Customer Maintenance form.
Customer Name	Customer's name assigned through the Customer Maintenance form.

















Customer Focus (continued)

CUSTOMER FOCUS- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Rank	Customer rank (based on sales) for the time period
Zip	Customer's zip assigned through the Customer Maintenance form.
Cost	Total Cost of goods sold purchased for the current period
Sales	Total Sales for the current period
Items	Total Items purchased for the current period
Gross Profit	Sales minus Cost
Gross Margin	Price minus Cost divided by Price

Table 10.1


Toolbar

The following describes the functions supported by the toolbar located on the **Customer Focus** form.

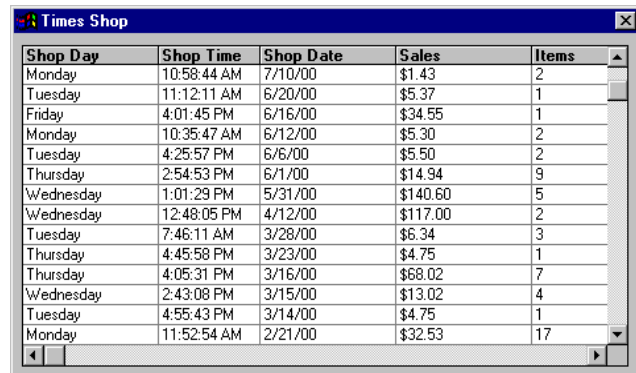
<u>Button</u>	<u>Description</u>
	Exits the current window
	Prints a Customer Focus report (Refer to Customer Focus topic in this section)
	Displays the Customer Focus report on the screen (Refer to Customer Focus topic in this section)
	Groups customers (Refer to Show Customer Sales-Group Customers topic in POS Store Sales section)
	Finds a customer by name or card number
	Shows times customer shopped in the store
	Shows customer's favorite cashiers
	Shows customer's favorite products
	Shows types of discounts customer was given (for example, coupons)
	Shows the departments shopped by the customer
	Shows customer's 12 week department distribution
	Shows ranking of top 100 customers for the last 12 months
	Shows a graph of customer's activity for the last 12 months
	Shows Electronic Coupon Form
	Maintains notes about a customer
	Activates the context-sensitive help

Customer Focus (continued)

Show Times Customer Shops the Store

The **Times Shop** form can be accessed by clicking **Show Times Customer Shops the Store** . This form lists the days and times the current customer shopped in the store the first time the customer shopped to current date. This form is not subject to the parameter of dates selected by week, by month, or by year.

Note: This form lists only one entry per day. It picks up the last time a customer shopped during any given day. It totals the sales and number of items of all the times the customer shopped in that one day.




Shop Day	Shop Time	Shop Date	Sales	Items
Monday	10:58:44 AM	7/10/00	\$1.43	2
Tuesday	11:12:11 AM	6/20/00	\$5.37	1
Friday	4:01:45 PM	6/16/00	\$34.55	1
Monday	10:35:47 AM	6/12/00	\$5.30	2
Tuesday	4:25:57 PM	6/6/00	\$5.50	2
Thursday	2:54:53 PM	6/1/00	\$14.94	9
Wednesday	1:01:29 PM	5/31/00	\$140.60	5
Wednesday	12:48:05 PM	4/12/00	\$117.00	2
Tuesday	7:46:11 AM	3/28/00	\$6.34	3
Thursday	4:45:58 PM	3/23/00	\$4.75	1
Thursday	4:05:31 PM	3/16/00	\$68.02	7
Wednesday	2:43:08 PM	3/15/00	\$13.02	4
Tuesday	4:55:43 PM	3/14/00	\$4.75	1
Monday	11:52:54 AM	2/21/00	\$32.53	17

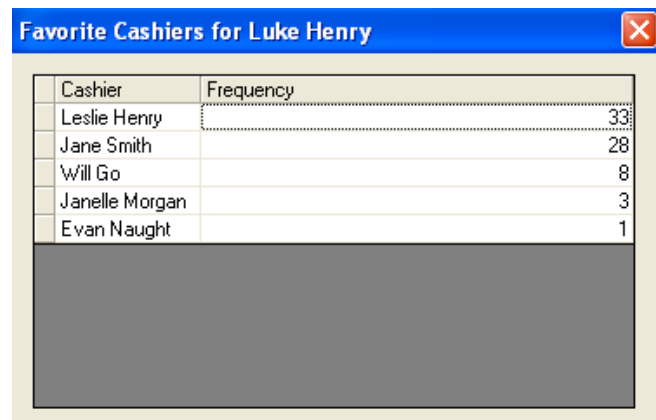
Table 10.2 contains a description of each field contained in the **Times Customer Shops** form.

TIMES SHOP COLUMN DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Shop Day	Days the customer shops
Shop Time	Latest time the customer shopped in one day
Shop Date	Dates the customer shops
Sales	Net Sales
Items	Number of all the items

Table 10.2

Show Customer's Favorite Cashiers

The **Favorite Cashiers for a Customer** form displays when the **Show Customer's Favorite Cashiers**  is clicked. This form lists the 20 cashiers the customer visits most often.



Cashier	Frequency
Leslie Henry	33
Jane Smith	28
Will Go	8
Janelle Morgan	3
Evan Naught	1


Table 10.3 contains a description of each field contained in the **Customer Favorite Cashiers** form.

FAVORITE CUSTOMER COLUMN DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Cashier	Displays the name(s) of the cashier(s) that the customer visited
Frequency	The number of times the customer visited that cashier during the time period selected

Table 10.3

Customer Focus (continued)

Show Customer's Favorite Products

The **Favorite Products for a Customer** form displays the top products the customer purchased from the first time to current date. This form is displayed when the **Show Customer's Favorite Products**  is clicked. An item displays more than once if the same UPC number is transferred to another department.

UPC	Description	Department	Items	Sales
0000000000014	Pesto Sauce	GROCERY	381.00	\$1,143.00
0000000000001	Cinnamon Raisin Swirl	GROCERY	306.00	\$1,239.32
0000000000002	Non-fat Milk	DAIRY	225.00	\$450.00
0000000000003	Chicken Eggs	DAIRY	185.00	\$1,110.00
0000000007003	Chocolate Covered Ants	SWEETS2	176.00	\$616.00
0000000000004	Apricots	PRODUCE	140.00	\$1,400.00
0000000556677	Bottle Returns	BOTTLE RETURNS	130.00	(\$6.40)
0000000885522	Clotted Cream	DAIRY	122.00	\$582.72
0000000000005	Crusty Wheat Rolls	BAKERY	115.00	\$345.00
0000000007001	Chocolate Covered Raisins	SWEETS2	110.00	\$440.00
0000000007002	Chocolate Covered Peanuts	SWEETS2	109.00	\$218.00
0000000000025	Strawberry Jelly	GROCERY	100.00	\$250.00
0000788788788	Dog	GENERAL MERCHANDISE	87.00	\$522.00
0000000000012	Alberto VO5 Conditioner	GENERAL MERCHANDISE	81.00	\$567.00
0000000774411	Devon Clotted Cream	DAIRY	75.00	\$375.00
0029876500000	Lobster Tail	FISH	54.55	\$98.44

Table 10.4 contains a description of each field contained in the **Customer's Favorite Products** form.


CUSTOMER FAVORITE PRODUCTS COLUMN DESCRIPTIONS	
FORM FIELD	DESCRIPTION
UPC	Displays the UPCs of the customer's favorite products
Description	Displays the Description of the products
Department	Displays the Department assignment of the products listed
Items	The number of times the customer bought each favorite item is displayed
Sales	Displays the total sales price of the favorite items

Table 10.4

Show Customer's Discounts

The **Discounts History for a Customer** lists discount savings enjoyed by a customer. The discounts are categorized as:

- Coupon Multiple
- Department Discounts
- Electronic Coupons
- Manufacturer's Coupons

This form is accessed when **Show Customer's Discounts**  is clicked.

Department	Coupon Multiple	Department Discount	Electronic Coupon	Manufacturer's Coupon
A New Depart		\$57.50		
BAKERY		\$26.86	\$7.00	
DELI		\$419.23		
GENERAL ME		\$28.11	\$286.31	
GROCERY'S	\$29.25	\$935.82	\$198.99	\$30.75
MEAT		\$89.99		
PRODUCE		\$66.29	\$17.50	


Table 10.5 contains a description of each field contained in the **Discount History for a Customer** form.

DISCOUNT HISTORY FOR A CUSTOMER COLUMN DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Department	Displays the department the coupon is assigned to
Coupon Multiple	The coupon multiple amounts that the customer accumulated. (For example, a doubled manufacturer coupon will display the amount that was doubled)
Department Discount	Displays department discounts for example, Discounts A or B assigned to the customer and the department.
Electronic Coupon	Displays the discounts received on electronic coupons.
Manufacturer's Coupon	Displays the total amount of discounts received on manufacturers coupons, not including multiple amounts.

Table 10.5

Customer Focus (continued)

Show the Departments Shopped by the Customer

The **Department Distribution for a Customer** form lists all the departments with the corresponding sales, cost, and gross profit figures attributable to the customer. The data displayed are either by week, by month, or by year as selected by the user. This form is accessed when **Show Departments Shopped by the Customer**  is clicked.


Department	Sales	Cost	Gross Profit
Grand Total	264.02	\$543.02	\$721.00
AAA	\$0.00	\$0.00	\$0.00
AAAMEAT	\$3.99	\$4.70	(\$0.71)
AAB	\$0.00	\$0.00	\$0.00
ABC	\$0.00	\$0.00	\$0.00
AUTO	\$0.00	\$0.00	\$0.00
BABY	\$0.00	\$0.00	\$0.00
BABY FOOD	\$0.00	\$0.00	\$0.00
BAKERY	\$0.00	\$0.00	\$0.00
BEVERAGES	\$0.00	\$0.00	\$0.00
BOTTLE RETURNS	\$0.00	\$0.00	\$0.00
BREAD	\$0.00	\$0.00	\$0.00
Bulk Food	\$0.00	\$0.00	\$0.00
CANDY	\$0.00	\$0.00	\$0.00
CASH CARD	\$0.00	\$0.00	\$0.00
CHILDREN'S SHOES	\$0.00	\$0.00	\$0.00

Table 10.6 contains a description of each field contained in the **Department Distribution for a Customer** form.

DEPARTMENT DISTRIBUTION FOR A CUSTOMER COLUMN DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Department	The Department as entered in Department Maintenance
Sales	The total sales contributed by the customer during the time period selected
Cost	The cost of goods in each department
Gross Profit	The gross profit contributed by the customer: Sales minus Cost

Table 10.6

Show Customer's 12-Week Department Distribution

The **Department Distribution History for a Customer** form lists the department sales segregated by 12-week period, 12-month period, or 12-year period. This form is accessed when **Show Customer's 12-Week Department Distribution**  is clicked.

Department	Week 32 2007	Week 34 2007	Week 35 2007	Week 36 2007	Week 37 2007	Week 38 2007
AAAMEAT				\$233.14		
BABY FOOD				\$33.00	\$36.00	
BAKERY	\$21.00	\$61.00				
CATS	\$4.73					
CLEANING SUPPLIES						(\$0.10)
CRISPS AND CHIPS						
DAIRY	\$25.00	\$81.90	\$120.30	\$121.50	\$131.00	
DOGS		\$4.73				
FISH						
GENERAL MERCHANDISE		\$64.19	\$61.73	\$64.85	\$78.76	
GIFT CARD				\$12.00		
GROCERY	\$274.39	\$83.78	\$177.59	\$148.57	\$118.14	
GROCERY TAX	\$274.39	\$83.78	\$177.59	\$148.57	\$118.14	
MICE		\$4.73				
PET SUPPLIES		\$4.73				


Table 10.7 contains a description of each field contained in the **Department Distribution History for a Customer** form.

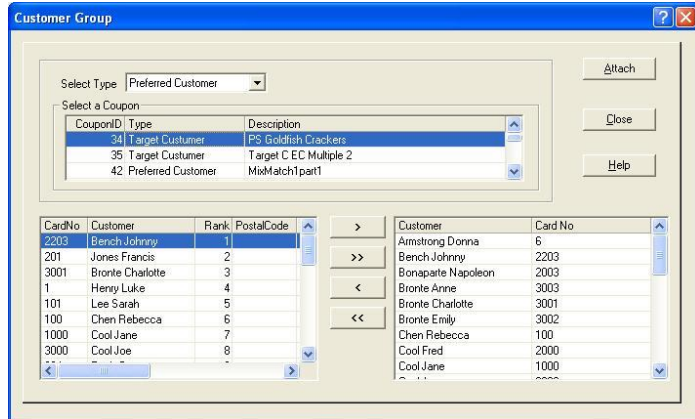
DEPARTMENT DISTRIBUTION HISTORY FOR A CUSTOMER COLUMN DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Department	Displays the name of the Departments as entered in Department Maintenance
Week, Month, or Year	The sales totals for the weeks, month, or year as per the user's selection are displayed.

Table 10.7

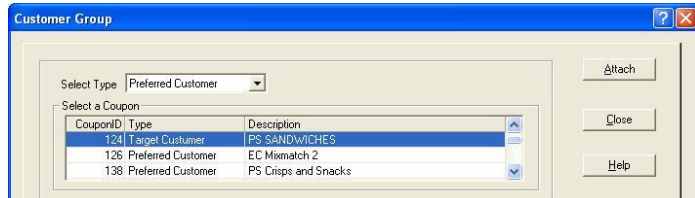
Customer Focus (continued)

Customer Group

The Customer Group form is used to group your top 100 customers. Thank you letters or gift certificates can then be printed for each customer in the group. Electronic Coupons can be attached to these top customers. The criteria used in the Customer Focus form are the same criteria used on this form to display the customers that can be categorized. This form is displayed when the Group Customers button  is pressed from the toolbar on the Customer Focus form.



If the Preferred Customers option is selected as the Select Type, then the top of the form will change as depicted to the right. This will allow for the selection of a coupon to be assigned to the selected category of customers. This is very useful to apply a Target Coupon to your top customers.



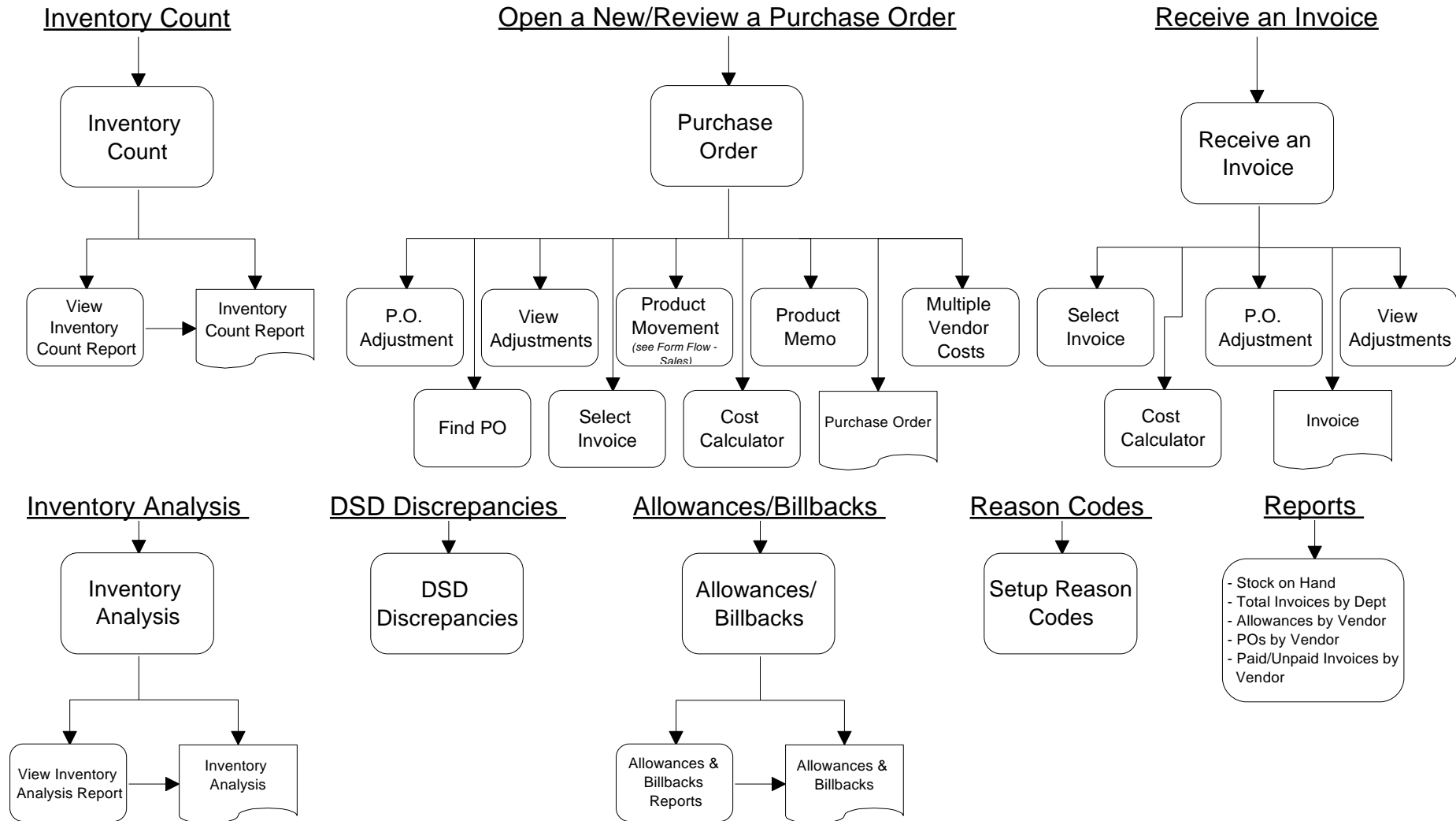
Customer Focus Report

The **Customer Focus Report** function produces a **Customer Focus** report listing all selected criteria currently listed on the **Customer Focus** form. The layout of this report is contained in Appendix E. This function is executed when  or  is clicked from the **Customer Focus** form. Table 10.8 contains a description of each field contained in the **Customer Focus** report.

Report field	Description	Format	Calculation
CardNo	Customer's card number assigned through the Customer Maintenance form.	Number	None
Customer	Customer's card number assigned through the Customer Maintenance form.	Text	None
Rank	Customer rank (based on sales) for the time period	Number	Calculation
Cost	Total Cost of goods sold purchased for the current period	Currency	Calculation
Sales	Total Sales for the current period	Currency	Calculation
Items	Total Items purchased for the current period	Number	Calculation
Gross Profit	Sales minus Cost	Currency	Sales - Cost
GM	The Gross Margin %	Currency	Price - Cost / Price

Table 10.8

Inventory



Inventory Count

You can use the **Inventory Count** form to enter and review physical inventory count for a product or set of products. You can also use it to display or print an inventory report. Only one inventory count can exist per day. This function should be performed when a store first opens to establish the beginning inventory count for products and periodically when physical inventory counts are performed. Inventory Click the appropriate column heading to sort in an ascending or descending order.

The quantity on hand of the product is updated when the Mark-ending Inventory has been processed.

UPC	Description	Qty	CountDate	Dept	Section	Vendor	DSD	Cost	Price	Pack	Size
0000000000007	Coca Cola	123	10/26/2007	1	120	73	<input checked="" type="checkbox"/>	\$1,000	\$4.00	6	12
0000000000008	Sprite	22	10/26/2007	1	120	73	<input type="checkbox"/>	\$1,000	\$4.00	24	12 oz
0000000000009	Root Beer	34	10/26/2007	1	120	73	<input checked="" type="checkbox"/>	\$1,000	\$4.00	24	12oz
000000005353	Coke	28	10/26/2007	12	102	14	<input type="checkbox"/>	\$0,500	\$1.00		
0000053535353	Cherry Coke	76	10/26/2007	12	120	73	<input type="checkbox"/>	\$0,500	\$1.00		

Note: When deleting an inventory count, an entry will be created in the user activity log in order to provide an audit trail of data deleted from the system. (Refer to the **User Activity Tracking** topic in the **General Topics** section)

Table 11.1 contains a description of each field contained in the **Inventory Count** form.










INVENTORY COUNT - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
PRODUCT INFO.	
Category	Category becomes the Inventory ID
UPC	The UPC or PLU of the product for which the count is entered
Description	Displays the description of the product being counted
Label	Flag to enable printing of a label for the product being counted
Qty	The quantity of the product being counted
Description	Displays the description of the product being counted
Section	Displays the section number of the product being counted
Vendor	Displays the primary vendor of the product being counted
Pack/Size	Displays the pack and size of the product being counted
Cost	Displays the cost of the product being counted
Price	Displays the price of the product being counted
PRODUCT LIST INFO	
(Multiple occurrences of the following)	Displays the various products for which a count was entered for the day
UPC	Displays the UPC or PLU of the product
Description	Displays the description of the product
Qty	Displays the quantity of the product
Count Date	Displays the date when this product was count
Dept.	Displays the department number of the product
Section	Displays the section name of the product
Vendor	Displays the vendor number of the product
DSD	Displays a 1 if this product has direct service delivery
Cost	Displays the cost of the product
Price	Displays the price of the product
Pack	Displays the pack number of the product
Size	Displays the size of the product

Table 11.1

Inventory Count (continued)



Toolbar

The following describes the functions supported by the toolbar located on the **Inventory Count** form.

<u>Button</u>	<u>Description</u>
	Exits the current window
	Prints an Inventory Count report (Refer to the “ Inventory Count Report ” topic in this section)
	Displays the Inventory Count report on the screen (Refer to the “ Inventory Count Report ” topic in this section)
	Saves item count (or a changed count) of an item
	Deletes the current category with all its records
	Deletes the whole inventory count category
	Marks the ending of the current inventory count An end date is requested and is stored as the ending inventory date. This date can then be used in the Inventory Analysis function.
	Creates a job to mark the ending inventory count.
	Activates the context-sensitive help

Inventory Count Report

This function will produce an **Inventory Count Report** for the selected count date.

This function is executed when  or  is selected on the **Inventory Count** form. Table 11.2 contains a description of each field contained in the **Inventory Count** report.

Report field	Description	Format	Calculation
UPC	UPC	Text	None
Description	Product description	Text	None
Quantity	Quantity entered	Number	None
Unit Cost	Unit cost for the product	Currency	None
Total Cost	Total cost for the inventory entered	Currency	quantity * cost
Unit Price	Unit price for the product	Currency	None
Total Price	Total price for the inventory entered	Currency	quantity * price
Dept.	Department	Number	None
Section	Section	Number	None
Vendor	Vendor	Number	None
Pack	Pack size	Number	None
Size	Size of the product if a pack	Text	None
Count Date	Inventory count date	Date / Time	None
Applied On	Date inventory count applied	Date / Time	None
Applied Qty	Quantity applied	Number	None

Table 11.2

Selection Criteria

All products in the inventory count currently displayed on the **Inventory Count** form

Sort Criteria

None

Open a New/Review a Purchase Order

You can use the **New Purchase Order** form to create new and review existing purchase orders by vendor. A Purchase Order is required prior to receiving goods in RETAIL™. Select a vendor from the list and the next available PO number will be displayed (New Purchase Order) or a list of PO numbers will be available for selection (Review a Purchase Order). Products can be entered on the PO either by **UPC** or by **Item Code**. Click **UPC** button to toggle between **Item Code** and **UPC**. Click **Product Detail** field to display order and movement data related to the UPC entered.

Note: To delete an item from the PO, select the item in the list and press **DELETE**.

Note: Cost and pricing data can be updated from this form by using the **Cost Calculator** function. Refer to the **Cost Calculator** topic in the **Product Maintenance** section.

Table 12.1 contains a description of each field contained in the **New Purchase Order** form.

NEW PURCHASE ORDER – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Vendor / Supplier P. O. No.	The name of the vendor or supplier. Existing P.O numbers for the vendor or system assigns the next available purchase order number for entry.
Date	The date of the purchase order. This is usually the date on the purchase order is created.
Acct #	Displays the vendor's account number as entered in the accounting module.
Address	Displays the vendor's address as entered in the vendors form.
PRODUCT INFORMATION UPC/Item Code	UPC or Item Code of the product being entered or modified. Toggle between UPC and Item Code by clicking UPC button.
Cost	Displays unit cost of the product.
Description	Displays the description of the product.
Case Cost	Displays the case cost of the product. If no case cost exists, the case cost is calculated based on units in a pack. The calculation is unit cost * pack units.
Department	Displays the product's department.
Quantity	Quantity ordered for the product. If a pack size exists for the product then the default quantity ordered is in cases, otherwise it is in units. Precede the quantity ordered with a "U" to specify units instead of cases.
GL #	Displays the Account number (not available in this version).
Purchase Type	Purchase type that applies to the product. Three choices are available: Received, Free, Returned. Received adds to the amount of the PO, Free is a \$0.00 amount and Returned reduces the amount of the PO.
Pack/Size	Displays the pack units in a case. Size displays the size of the individual products.
Allowances	Allowance amount(s) applied to the PO. Allowances are entered in the Allowances/Bill Backs function. Click the Allowances button to view the allowances applied.
Salesman	The name of the sales person who sold the product(s).
Buyer	Displays the name of the employee who created the purchase order.
Adjustment	Displays the dollar amount of any adjustments made to the P.O. (see P.O. Adjustments).
Total	Displays the total amount of the purchase order.
Product Detail	Flag to display product detail information.
On Hand	Displays the inventory on-hand for the product.
Memo	Displays an X if a memo has been entered for this product
On Order	Displays the amount of previous ordered units or cases













Open a New/Review a Purchase Order (continued)

NEW PURCHASE ORDER – FIELD DESCRIPTIONS (CONTINUED)	
FORM FIELD	DESCRIPTION
On Order	Displays the amount of previous ordered units or cases
Ad	Displays an X if this product is an advertised product
Min / Req.	Displays the minimum amount that you should have and the required amount
Daily Average	Displays the daily movement for the product (this information is calculated from the product movement)
Last Week Move	Displays the last week's movement for the product
PRODUCT LIST (Multiple occurrences of the following)	List all products being ordered on the P.O.
UPC	Displays the UPC or PLU of the product
Description	Displays the description of the product
Item Code	Displays the item code of the product
Cost	Displays the unit cost of the product
Price	Displays the sales price per unit from the Product Maintenance form
Case Cost	Displays the case cost of the product
Qty	Displays the units ordered of the product (if product ordered in units)
Qty Case	Displays the cases ordered of the product (if product ordered in cases)
Unit	Displays the unit of measure for the product (pieces if ordered in units, unit of measure of the product if in cases)
Type	Displays purchase type that applies to the line item.
Total	Displays the extended amount for the product: # of (units * unit cost) or (# of cases * case cost). For purchase type Free the extended amount will be \$0.00. For purchase type Returned, the extended amount will be negative.

Table 12.1


Toolbar

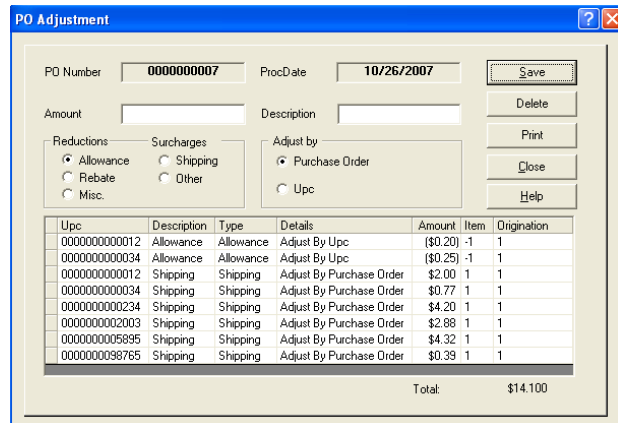
The following describes the functions supported by the toolbar located on **New Purchase Order** form.

Button	Description
	Exits the current window
	Prints a Purchase Order Document (Refer to the Purchase Order Document topic in this section)
	Displays the Purchase Order Document on the screen to preview before printing (Refer to the Purchase Order Document topic in this section)
	Saves your entries or changes for the current record
	Deletes the current P.O. To delete an item from the P.O., select the item in the list at the bottom of the P.O. and press DELETE.
	Adjusts a P.O. (Refer to P. O. Adjustments topic in this section)
	Shows the multiple vendors and the cost for the current item (Refer to Multiple Vendor Cost topic latter in this section)
	Shows all the P.O.s. currently in the system (Refer to Find P.O. topic in this section)
	“Jumps” to the Show Product Movement function. (Refer to Show Product Movement topic contained in the Point of Sales section)
	Maintains notes about a product on the purchase order (Refer to the Product Memo topic contained in the Product Maintenance section)
	Gives access to cost calculator The user must have a profile allowing him to access Product Maintenance in order to use this function. Changes applied will update the product in the Product file. (Refer to Cost Calculator topic in this section)
	Activates the context-sensitive help

Open a New/Review a Purchase Order (continued)

P. O. Adjustments

You can use the **P.O. Adjustment** form to enter adjustments to a P.O. This form is displayed when the P.O. Adjustments button  is clicked from the **New Purchase Order** form or from the **Receive an Invoice** form. Adjustments can either be made for the entire P.O. (select Purchase Order) or made for a particular line item on the P.O. (select **UPC**). Type a description for the adjustment, the amount, and select an adjustment type. Adjustments listed as **Reductions** are treated as negative adjustments (i.e., reducing the amount of the PO or invoice). Adjustments listed as Added Charges are treated as positive adjustments (i.e., adding to the amount of the PO or invoice).



Upc	Description	Type	Details	Amount	Item	Origination
0000000000012	Allowance	Allowance	Adjust By Upc	(\$0.20)	-1	1
0000000000034	Allowance	Allowance	Adjust By Upc	(\$0.25)	-1	1
0000000000012	Shipping	Shipping	Adjust By Purchase Order	\$2.00	1	1
0000000000034	Shipping	Shipping	Adjust By Purchase Order	\$0.77	1	1
0000000000234	Shipping	Shipping	Adjust By Purchase Order	\$4.20	1	1
0000000000203	Shipping	Shipping	Adjust By Purchase Order	\$2.88	1	1
0000000005895	Shipping	Shipping	Adjust By Purchase Order	\$4.32	1	1
00000000098765	Shipping	Shipping	Adjust By Purchase Order	\$0.39	1	1
Total:				\$14.100		

Table 12.2 contains a description of each field contained in the **P. O. Adjustments** form.



P. O. ADJUSTMENTS -- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
PO Number	Displays the purchase order number for which adjustments are entered.
Proc Date	Displays the date (defaults to current date) for which the adjustment is processed.
Amount	The dollar amount of the adjustment entered.
Description	Additional detail of the adjustment entered.
Reductions	Select from Allowance, Credit, Damaged, Rebate, Spoil, and Misc. Reductions category accepts negative amount. In this case, the adjustment is added.
Surcharges	Select from Shipping and Other. This accepts positive amount only.
Adjust by: Purchase Order	If selected, the adjustments are made (pro-rated) to all products on the P. O.
Adjust by: UPC	If selected, the adjustments are made to the product selected.
PRODUCT LIST	(Multiple occurrences of the following)
UPC	Displays the product UPC or PLU.
Description	Displays the product description.
Adjust Type	Displays the type of adjustment.
Details	Displays a brief description about the adjustment.
Amount	Displays the dollar amount of the adjustment.

Table 12.2

Open a New/Review a Purchase Order (continued)

Purchase Order Document

This function will produce a Purchase Order document for the selected purchase order on the **New Purchase Order** form. A layout of this document is contained in Appendix F.

This function is executed when  or  is selected. Table 12.3 contains a description of each field contained in the **Purchase Order** document.

Report field	Description	Format	Calculation
Comp name	Company name	Text	None
compadd1	Company Address	Text	None
comadd2	Company Address	Text	None
compadd3	Company Address	Text	None
compadd4	Company Address	Text	None
name	Customer name	Text	None
add1	Customer Address	Text	None
add2	Customer Address	Text	None
add3	Customer Address	Text	None
phone	Customer phone	Text	None
P. O. Date	P.O. date	Date / Time	None
P. O. #	PO #	Number	None
Requisition	Person requisitioning goods	Text	None
Ship Via	Ship via	Text	None
Terms	Terms	Text	None
UPC	UPC/UPL number of product	Number	None
Item Code	Item Code of product	Text	None
Quantity	Product quantity	Number	None
Unit	Unit description	Text	None
Description	Product description	Text	None
G.P.	Gross Profit	Number	Price – Cost
G.M.	Gross Margin	Number	Price – Cost / Price
Price	Product price	Currency	None
Cost	Cost of product	Number	None
Ext. RETAIL™	Extended RETAIL™ price	Number	Price * Units Purchased
Total	Total due	Currency	None
Adjustment:	Adjustment amount	Currency	Total of all Adjustments
Total:	Net total	Currency	Sum of total - adjustment
Vendor Total	Vendor total on vendor's invoice	Currency	None

Table 12.3


Selection Criteria

All products within the selected PO

Sort Criteria

None

Multiple Vendor Cost

You can use the **Multiple Vendor Cost** form to display the different vendors and costs that exist for the current product entered or selected on a PO. This form is displayed when the **View Vendor Cost** button  is clicked from the **Open a New/Review a Purchase Order** form.




Vendor	Unit Cost	Case Cost
ADELINA'S PRODUCTS, INC.	\$1,200	\$14,760
CAMBRIDGE HOUSE	\$1,000	\$12,000
ALPINE WEST	\$0,980	\$11,760

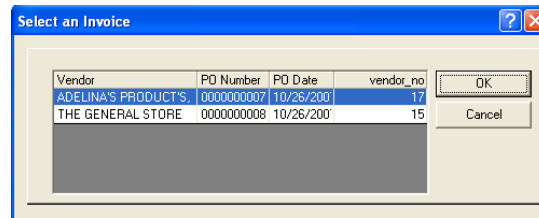
Table 12.4 contains a description of each field contained in the **Multiple Vendor Cost** form.

MULTIPLE VENDOR COST – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Vendor	Displays the Vendor's name
Unit Cost	Displays the unit cost of the current product (if any)
Case Cost	Displays the case cost of the current product (if any)

Table 12.4

Find P.O.

You can use the **Find P.O.** form to display all the POs currently in the system. This form is displayed when **Find a P.O.** button  is clicked when Reviewing a Purchase Order. Select a PO from the list and click **OK**.



Vendor	PO Number	PO Date	vendor_no
ADELINA'S PRODUCTS, INC.	0000000007	10/26/200	17
THE GENERAL STORE	0000000008	10/26/200	15


Table 12.5 contains a description of each field contained in the **Find P.O.** form.

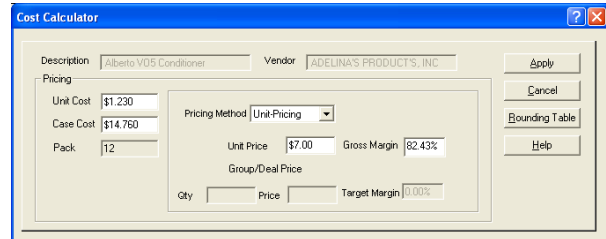
FIND P.O. – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Vendor	Displays the Vendor's name
PO Number	Displays the purchase order number corresponding to the Vendor
PO Date	Displays the purchase order date for the corresponding PO Number

Table 12.5

Open a New/Review a Purchase Order (continued)


Cost Calculator

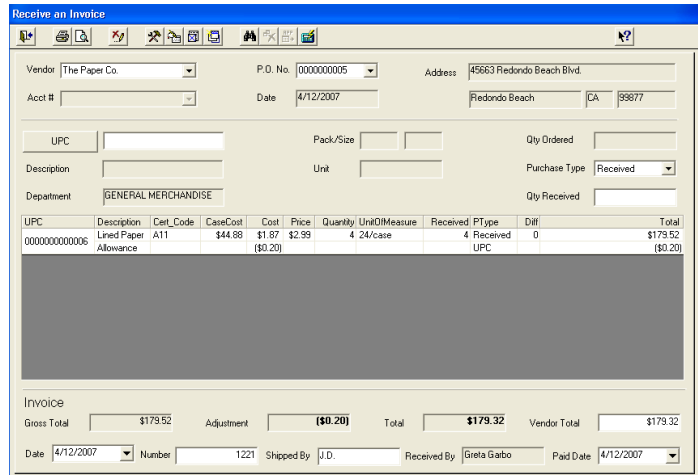
You can use the **Cost Calculator** form to change the unit cost, case cost, unit price, or margin for a product. Changes made on this form, when applied will not only affect the change on the current purchase order but will also apply the changes to the product itself. This form is displayed when the **RETAIL™ Calculator** button  is clicked when preparing or reviewing a Purchase Order.



Note: Description of every field of this form is detailed in the same topic found in the **Product Maintenance** form.

Receive an Invoice

You can use the **Receive an Invoice** form to receive merchandise ordered via a PO. When products are received, the inventory is automatically updated. Select a vendor from the list and a list of P.O.s not received will be available for selection in the P.O. No. field. If receiving goods without a PO, simply input the first UPC in the UPC field and the system will prompt if a new PO should be created. RETAIL™ supports receiving the entire PO “as ordered” by clicking the **Receive as Ordered** button  or inputting individual received quantities for each line item.



UPC	Description	Case Code	Case Cost	Cost	Price	Quantity	Unit/Measure	Received	PType	Diff	Total
00000000000006	Lined Paper Allowance	A11	\$44.88	\$1.87	\$2.99	4	24/case	4	Received	0	\$179.52
				(\$0.20)					UPC		(\$0.20)

Note: Click **UPC** to toggle to Item Code.

Note: Cost and pricing data can be updated from this form by using the **Cost Calculator** function. Refer to the **Cost Calculator** topic in the **Product Maintenance** section.

Note: When the vendor has a set percentage up-charge, the unit price printed in the invoice would reflect the up-charged retail price; the unit price in the **Receive an Invoice** form reflects the actual unit price.

Receive an Invoice (continued)

Table 13.1 contains a description of each field contained in the **Receive an Invoice** form.












RECEIVE AN INVOICE – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Vendor	Displays the name of the vendor or supplier
Acct #	Displays the vendor's general ledger account number as entered in the accounting module
P. O. No.	Displays all the available purchase order numbers not received for that vendor
Date	Displays the date of the invoice, this is usually the date when the PO was created
Address	Displays the vendor's address as entered in the vendors form
UPC	Enter the UPC of the product to update in the product list. Toggle to item code by clicking UPC button.
Description	Displays the description of the product
Department	Displays the department of the product
Pack/Size	Displays the pack units in a case. Size displays the size of the individual products.
Unit	Units of quantity ordered – either units (pieces) or cases.
Qty Ordered	Quantity ordered for the product. If a pack size exists for the product then the default quantity ordered is in cases, otherwise it is in units.
Qty Received	Quantity received for the product. Enter in the quantity and press the ENTER.
Purchase Type	Purchase type that applies to the product. Three choices are available: Received, Free, Returned. Received adds to the amount of the invoice, Free is a \$0.00 amount and Returned reduces the amount of the invoice.
PRODUCT LIST	
UPC	Displays the UPC or PLU number of the product
Description	Displays the description of the product
ItemCode	Displays the item code of the product
CaseCost	Displays the cost of the products if the product is in cases
UnitCost	Displays the cost of the products if the product is in units
Unit Price	Displays the sales price per unit of the product
Ordered	Displays the quantity ordered for the product
Unit	Displays units for the product as ordered (either pieces or unit of measure for the product if received in cases)
Rec'd	Display quantity received for the product
Type	Displays purchase type that applies to the line item.
Diff	Displays the difference between ordered and received
Total	Displays the extended amount for the product: # of (units * unit cost) or (# of cases * case cost). For purchase type Free the extended amount will be \$0.00. For purchase type Returned, the extended amount will be negative.
INVOICE INFO	
Date	Invoice receipt date
Number	Invoice number assigned to P.O.
Shipped By	Name of the person who delivered the product
Received By	Name of the person who received the product
Adjustment	Displays the total dollar amount of adjustments
Total	Displays the net total amount for the invoice (sum of total \$ - adjustment/s)
Vendor Total	Enter the net total amount for this invoice as copied from the vendor's actual invoice
Paid Date	Enter the date this invoice is paid

Table 13.1

Receive an Invoice (continued)


Toolbar

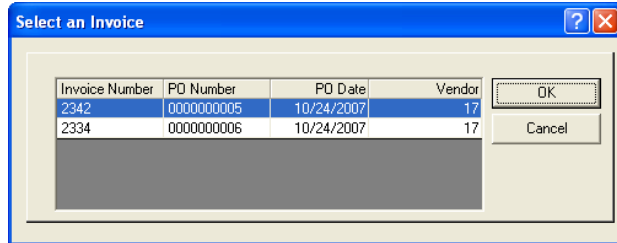
The following describes the functions of the buttons on the **Receive an Invoice** form's toolbar:

<u>Button</u>	<u>Description</u>
	Exits the current window
	Prints an Invoice Document (Refer to the Invoice Document topic in this section)
	Displays an Invoice Document on the screen (Refer to the Invoice Document topic in this section)
	Press to make adjustments to an invoice (Refer to P. O. Adjustments topic in the Open a New/Review a Purchase Order section)
	Receives the invoice as ordered. This will set the quantity received on all line items to the amount ordered.
	Marks the invoice as received The invoice will no longer be available for modification.
	Creates a product batch for this invoice. Apply the batch using the Enter Prices for Ad Batch function. (Refer to Create a New Batch topic in Enter Prices for Ad/Batch section)
	Finds all invoices for the current vendor (Refer to Select an Invoice topic in this section)
	Deletes the current invoice
	Press to access cost calculator The user must have a user profile to access Product Maintenance to use this function. Changes applied will update the product in the Product file. (Refer to Cost Calculator topic in the Open a New/Review a Purchase Order section)
	Activates the context-sensitive help

Receive an Invoice (continued)

Select an Invoice

You can use the **Select an Invoice** form to show all invoices that currently exist in the system for the selected vendor. The form will allow selection of an invoice to be displayed on the **Receive an Invoice** form. This form is displayed when the **find** button  is clicked on the **Receive an Invoice** form.





Invoice Number	PO Number	PO Date	Vendor
2342	0000000005	10/24/2007	17
2334	0000000006	10/24/2007	17

Table 13.2 contains a description of each field contained in the **Select an Invoice** form.

SELECT AN INVOICE – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Invoice Number	Displays the Invoice Number
PO Number	Displays the Purchase Order number
PO Date	Displays the Purchase Order date

Table 13.2

Invoice Document

This function will produce a Receiving Invoice document for the selected invoice. This function is executed when  or  is selected on the Invoice form.



Report field	Description	Format	Calculation
Comp name	Company name	Text	None
compadd1	Company address	Text	None
compadd2	Company address	Text	None
compadd3	Company address	Text	None
compadd4	Company address	Text	None
name	Customer name	Text	None
add1	Customer address	Text	None
add2	Customer address	Text	None
add3	Customer address	Text	None
phone	Customer phone	Text	None
PO Date	Purchase Order Date	Date / Time	None
P.O.#	Purchase Order #	Text	None
Invoice #	Invoice #	Number	None
Receiver	Receiver name	Text	None
Ship Via	Ship via	Text	None
Terms	Terms	Text	None
UPC	Product UPC	Text	None
Item C.	Item code of product	Text	None
Qty	Quantity purchased	Number	None
Unit	Unit description	Text	None
Description	Product description	Text	None
G.P.	Gross Profit	Number	Price – Cost
G.M.	Gross Margin	Number	Price – Cost /Price
Price	Product price	Currency	None
Cost	Cost of product	Number	None
Ext. Retail	Extended Retail price	Number	Price * Units Purchased
Total	Total billed	Currency	None
Adjustment:	Adjustment amount	Currency	Total of all Adjustment amounts
Total:	Net total	Currency	Sum of total - adjustment
Vendor Total	Vendor total on vendor's invoice	Currency	None

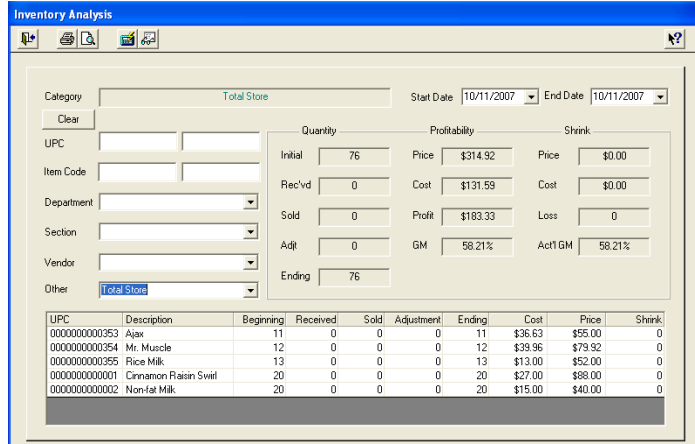
Table 13.3

Selection Criteria: All products for the selected invoice

Sort Criteria: None

Inventory Analysis

You can use the **Inventory Analysis** form to perform an Inventory Analysis for a specific category including Department, Section, Vendor, Total Store, or for a specific UPC Code. Once a category and date range is selected and the **Calculate Inventory** button  is clicked, the system will calculate and display the beginning and ending inventory for the category and time frame. Inventory shrink can also be calculated via this form by clicking **Calculate Shrink** button  (refer to the **Calculations** topic in this section). This function is only usable once an inventory count has been entered into the system (refer to the **Inventory Count** section).



Note: Refer to the **Back End How To...** section for more information on the inventory process supported within RETAIL™.

Table 14.1 contains a description of each field contained in the **Analyze Inventory** form.

INVENTORY ANALYSIS – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Start Date	Displays the start date for the current analysis
End Date	Displays the end date for the current analysis
Category	Displays the category to be analyzed
Clear Button	Press to clear the form before entering different criteria.
UPC	Displays the UPC or PLU to be analyzed
Department	Displays the department to be analyzed
Section	Displays the section to be analyzed
Vendor	Displays the vendor to be analyzed
Other	Display the DSD or Total Store to be analyzed
Quantity- Initial	Displays the initial quantity for the analyzed category
Quantity- Rec'd	Displays the quantity received for the analyzed category
Quantity- Sold	Displays the quantity sold for the analyzed category
Quantity – Adj	Displays the quantity related to inventory adjustments made during the time period (Inventory adjustments are entered via the Inventory function in the Product Maintenance form)
Quantity- Ending	Displays the ending quantity for the analyzed category
Profitability - Price	Displays the total price for the analyzed category
Profitability - Cost	Displays the total cost for the analyzed category
Profitability - Profit	Displays the total profit for the analyzed category
Profitability - GM %	Displays the percent gross margin for analyzed category
Shrink - Price	Displays the total price of item losses for the analyzed category
Shrink - Cost	Displays the total cost of item losses for the analyzed category
Shrink - Loss	Displays the count of item losses for the current category
Shrink - Act'l	Displays the gross margin now including shrink
ANALYSIS LIST BOX	
UPC	Displays the UPC or PLU number
Description	Displays the product description
Beginning	Displays the beginning quantity
Received	Displays the quantity received
Sold	Displays the quantity sold
Ending	Displays the ending quantity
Shrink	Displays the quantity lost

Table 14.1

Inventory Analysis (continued)

Calculations







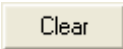
The **Inventory Analysis** function reads and aggregates data from a number of areas.

The process to calculate inventory includes the following steps:

1. Get initial inventory count based on the Inventory Count entered for the start date selected
2. Get the quantity sold based on Product movement during the time period specified
3. Get the quantity received from invoices for the time period specified
4. Get the quantity from inventory adjustments for the time period specified
5. Calculate the ending inventory = (((Initial Inventory + Received) - Sold) – Adjustments)
6. The process to calculate shrink uses the same process as calculating inventory with the following changes:
 - 1) Get ending inventory from inventory count for the ending date specified
 - 2) Calculate the shrink = (Initial Inventory + Received - Sold - Ending Inventory)



Toolbar

The following describes the functions supported by the toolbar on the **Inventory Analysis** form.

<u>Button</u>	<u>Description</u>
	Exits the current window
	Prints an Inventory Analysis report (Refer to the Inventory Analysis Report topic in this section)
	Displays the Inventory Analysis report on the screen (Refer to the Inventory Analysis Report topic in this section)
	Calculates the inventory for the category selected for the date specified
	Calculates the shrink (for example, theft, spoilage, breakage) for the category selected for the date specified
	Activates the context-sensitive help
	Clears the screen to allow the selection of different criteria, (for example, UPCs to Total Store)

Inventory Analysis Report

The **Inventory Analysis** function will produce an **Inventory Analysis** report based on the data displayed on the form.

This function is executed when  or  is selected from the **Inventory Analysis** form. Table 14.2 contains a description of each field contained in the report.

Report field	Description	Format	Calculation
Start Date	Start date of user query	Date / Time	None
End Date	End date of user query	Date / Time	None
UPC	UPC	Text	None
Description	Product description	Text	None
Qty Beginning	Beginning inventory	Number	None
Qty Received	Quantity received	Number	None
Qty Sold	Quantity sold	Number	None
Qty Ending	Ending inventory	Number	None
Shrink	Inventory shrink	Number	Beginning + Received - Sold - Ending Inventory
Ending Cost	Cost of product based on ending inventory	Currency	Qty Ending * Cost
Ending Price	Value of product based on ending inventory	Currency	Qty Ending * Price

Table 14.2

DSD Discrepancies

You can use the **DSD Discrepancies** form to display discrepancies created when a DSD invoice is received via the RETAIL™ Wireless module. A discrepancy is created for any invoice where the extended (calculated) total of the invoice varies from the vendor's total. This form contains two tabs:

General – Displays summary level data for each DSD Discrepancy.

Details – Displays details for a specific invoice selected from the General tab. Click an entry listed on the **General** tab and then click **Details** tab.

Table 15.1 contains a description of each field contained in the **DSD Discrepancies** form.

DSD DISCREPANCIES – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
General Tab	
PO Number	Purchase Order number of the listed invoices with discrepancies
Invoice Date	Date invoice received
Invoice Number	Invoice number
Name	Vendor name from invoice
Total Vendor	Vendor total as entered via the hand-held device
Store Total	System calculated total based on products received
RETAIL™ Total	System calculated total based on quantity received x unit price listed in the Product Maintenance form
Details Tab	
Summary Data (Multiple occurrences of:)	Summary data from the General tab (for example, invoice date)
UPC	UPC of the product
Item	Item code of the product
Description	Product description
C Cost	Case cost of the product
Received	Quantity received
C Total	Extended total for the product
Pack	Pack units in a case
Size	Size of the individual product

Table 15.1

Allowance/Bill Backs

You can use the **Allowances** tab of the **Allowances/ Bill Backs** form to support the entry and maintenance of allowances for a vendor and product. In add mode, enter the UPC of the product for which the allowance applies. A list of vendors (if multiple vendors exist for the product) will be displayed in the Vendor Name field for selection. To edit an allowance, enter the UPC and the first allowance will be displayed. Sort the list below by UPC or any other field by clicking the appropriate column heading.

Note: Allowances will automatically be applied to any PO or Invoice entered via the Back End module or via a hand-held device using the RETAIL™ Wireless module.

Table 16.1 contains a description of each field contained in the **Allowances** tab:

ALLOWANCES – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
UPC	Product UPC
Product Group	Allows user to set up allowance for every product in the product group selected
Description	Product description
Item Code	Item Code of product
Pack/Size	Pack units in a case and size of the individual product
Vendor name	Vendor name for the allowance. In add mode, a list of vendors to select from will be displayed if the product has multiple vendors
Allowance Desc.	Enter description of the allowance. This will appear on the PO or invoice when the allowance is applied
Start Date	Start date of the allowance
Sugg. Price	Suggested price of the product while the allowance is in effect (does not effect pricing of product at the checkstand)
End Date	End date of the allowance
Case Cost	Case cost for the product
Allowance	Enter in the amount per case
Net Cost	Net case cost for the product (Case Cost – Allowance). This is the cost that will be used to compute total cost on PO or invoice
Product Grid	Displays a list of current allowances in the system. Sort this grid by any of the columns listed by clicking the column heading.

Table 16.1

You can use the **Bill Backs** tab of the **Allowances/ Bill Backs** form to support the entry and maintenance of bill backs for a vendor and product. In add mode, enter the UPC of the product for which the bill back applies. A list of vendors (if multiple vendors exist for the product) will be displayed in the Vendor Name field for selection. To edit a bill back, enter the UPC and the first bill back will be displayed. Sort the list below by UPC or any other field by clicking the appropriate column heading.

Allowance/Bill Backs (continued)


Use the **calculate** button  to calculate the quantity sold and amount due for the bill back based on the latest product movement figures available.














Table 16.2 contains a description of each field contained in the **Bill Backs** tab.

BILLBACKS – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
UPC	Product UPC
Product Group	Allows user to set up bill backs for every product in the product group selected
Description	Product description
Item Code	Item Code of product
Pack/Size	Pack units in a case and size of the individual product
Vendor name	Vendor name for the allowance. In add mode, a list of vendors to select from will be displayed if the product has multiple vendors
Rebate ID	Rebate identification number
Rebate Amount	Rebate amount per unit sold
Bill Back Desc.	Enter description of the bill back
Start Date	Start date of the allowance
Sugg. Price	Suggested price of the product while the allowance is in effect (does not effect product pricing at the checkstand)
Quantity	Quantity sold based on latest product movement figures available at the time the calculate button was clicked
End Date	End date of the allowance
Status	Status of the bill back - 1=Received payment; 2=Waiting payment
Amount Due	Amount due based on quantity sold (quantity * rebate amount)
Product Grid	Displays a list of current bill backs in the system. Sort this grid by any of the columns listed by -clicking column heading

Table 16.2



Toolbar

The following describes the functions supported by the toolbar located on the **Allowance/Bill Backs** form.

Button	Description
	Exits the current window
	Prints an Allowance or Bill back report (Refer to the Allowance/Bill Back Reports topic in this section)
	Displays the Allowance or Bill Back report on the screen (Refer to the Allowance/Bill Back Reports topic in this section)
	Saves your entries or changes for the current record
	“Jumps” to the Add mode from Edit mode
	“Jumps” to the Edit mode from Add mode
	Deletes the current allowance or bill back selected
	Recalculates the bill back quantity and amount due based on the most current product movement figures for the product. Only applies to Bill Backs.
	Applies a filter to the allowances or bill backs listed in the grid This filter can help isolate the allowances or bill backs for edit.
	Maintains notes about an allowance or bill back
	“Jumps” to the Show Product Movement function (Refer to Show Product Movement topic contained in the Store Sales section)
	Deletes expired deals
	Activates the context-sensitive help

Allowance/Bill Backs (continued)

Allowance/Bill Back Reports

The **Allowances** and **Bill Backs** reports are produced when  or  are clicked from the **Allowance/Bill Backs** form. Table 16.3 contains a description of each field contained in the **Allowances Report**:

Report field	Description	Format	Calculation
UPC	UPC of the product	Text	None
Item Code	Item Code of the product	Text	None
Product Description	Description of product	Text	None
Allowance Description	Description of the allowance	Text	None
Start Date	Start date of the allowance	Date	None
End Date	End date of the allowance	Date	None
Vendor	Vendor that allowance applies to	Text	None
RETAIL™ Price	Suggested RETAIL™ price as entered on the allowance	Currency	None
Amount	Amount of the allowance (per case)	Currency	None

Table 16.3

Table 16.4 contains a description of each field contained in the **Bill Backs Report**:

Report field	Description	Format	Calculation
Rebate ID	Rebate id of the bill back	Text	None
Bill back Description	Description of the bill back	Text	None
UPC	UPC of the product	Text	None
Item Code	Item Code of the product	Text	None
Vendor	Vendor that bill back applies to	Text	None
Start Date	Start date of the bill back	Date	None
End Date	End date of the bill back	Date	None
Amount per Rebate	Rebate amount per unit sold	Currency	None
Suggested Price	Suggested RETAIL™ price as entered on the bill back	Currency	None
Status	1=Received Payment; 2=Waiting Payment	Text	None

Table 16.4

Print Stock on Hand Report

The function will produce a **Stock On Hand** report for products whose stock on hand is less than or equal to a specified threshold. Enter the threshold desired and click **OK**. The system will compare the stock on hand for each product in the system and list out products whose stock on hand is less than or equal to the threshold entered.

Table 17.1 contains a description of each field contained in the **Stock On Hand** report

Report field	Description	Format	Calculation
Section	Section name	Text	None
UPC	UPC of product	Text	None
Description	Product description	Text	None
Stock on Hand	Current stock on hand of product	Numeric	None
Cost	Product cost	Currency	None
Extended Cost	Value of inventory based on current cost	Currency	Stock on Hand * Cost

Table 17.1

Selection Criteria

Any product whose stock on hand is less than or equal to threshold entered

Sort Criteria

Department Name

Setup Reason Codes

You can use the **Setup Reason Codes** form to enter reason codes for functions supported by the Wireless module. Wireless functions that use reason codes include Purchase Order entry and DSD receiving. Reason Codes can be established for:

- Credits
- Debits
- Rebates

Select a transaction key from the drop down list. Reason Codes will be displayed in the bottom of the form. To edit a reason, click a reason code from the list. To add additional reason codes, click **Add**.

Table 18.1 contains a description of each field contained in the **Setup Reason Codes** form.

SETUP REASON CODES – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Transaction Key	Transaction keys available are: Credits, Debits, and Rebates
Description	Transaction key description
Reason Code	System generated number
Description	Reason description that will appear for selection

Table 18.1

Print Total Invoices by Department

The **Print Total Invoices by Department** function will produce a list of all invoices by departments for all or specific vendors for a desired time period.

Table 18.2 contains a description of each field contained in the **Invoice Total Report**.

Report field	Description	Format	Calculation
Invoice Date	Date of invoice	Text	None
Invoice Number	Vendor's invoice number	Text	None
Total Cost	Total (net of adjustment) amount of the invoice	Currency	None
Total Price	Ext. retail amount total reflected in the invoice	Currency	None
Gross Margin	Percentage of Gross Profit to Total Price	Percent	Gross Profit / Total Price *100
Gross Profit	Difference between Total Price less Total Cost	Currency	Total Price – Total Cost

Table 18.2

Selection Criteria

Criteria entered by user

Sort Criteria

Non-DSD/DSD followed by Department and Vendor Name

Print Allowances by Vendor

The **Print Allowances by Vendor** function will produce a list of all allowances or specific allowances by vendor for a desired time period.

Table 18.3 contains a description of each field contained in the **Allowance Report**. The layout of this report is contained in Appendix F.

Report field	Description	Format	Calculation
UPC	UPC of product	Text	None
Description	Product Description	Text	None
Item Code	Item code of product	Text	None
Amount	Allowance amount for the item	Currency	None
Start Date	Allowance start date	Date	None
End Date	Allowance end date	Date	None

Table 18.3

Selection Criteria

Criteria entered by user

Sort Criteria

Vendor Name

Print POs by Vendors

The **Print POs by Vendors** function will produce an **Outstanding Purchase Orders** Report by vendors within a desired time frame.

Table 18.4 contains a description of each field contained in the **Outstanding Purchase Orders** report.

Report field	Description	Format	Calculation
PO Date	Date PO was originally prepared	Text	None
PO Number	PO number assigned by the RETAIL™ system	Text	None
Total Cost	Total (net of adjustment) amount of the invoice	Currency	None
Total Price	Ext. retail amount total reflected in the invoice	Currency	None
Gross Margin	Percentage of Gross Profit to Total Price	Percent	Gross Profit / Total Price *100
Gross Profit	Difference between Total Price less Total Cost	Currency	Total Price – Total Cost

Table 18.4

Selection Criteria:

Criteria entered by user.

Sort Criteria:

Vendor Name

Paid/Unpaid Invoices by Vendors

The **Paid/Unpaid Invoices by Vendors** function will produce a list of paid and/or unpaid purchase invoices by vendors within a desired time frame. Select the vendor desired, start and end dates and whether you want Paid and/or unpaid invoices. Click **Print** to print a report of the data displayed on the form.

Invoice Date	Vendor	Dept	Invoice No	Total Cost	Total Price	Vendor
10/11/2007	14 - CERTIFIED	7	100	\$244.65	\$621.11	\$24
10/11/2007	14 - CERTIFIED	7	123	\$-48.93	(\$131.30)	\$
10/11/2007	14 - CERTIFIED	7	1234	\$-12.99	(\$30.33)	\$
10/24/2007	17 - ADELINA'S PRODUCTS, INC	1	2342	\$51.00	\$2,112.42	\$5
10/24/2007	17 - ADELINA'S PRODUCTS, INC	7	2334	\$36.00	\$198.04	\$

Table 18.5 contains a description of each field contained in the **Invoice Report** form. A printed Invoice Report is generated when the **Print** button is clicked.

INVOICE REPORT – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Vendor	Select a vendor or all vendors from the drop down menu
Start Date	Enter the beginning of the inclusive date desired
End Date	Enter the ending of the inclusive date desired
Paid Invoices	Flag to include paid invoices to the report
Unpaid Invoices	Flag to include unpaid invoices to the report
Invoice Date	Date of invoice
Vendor	Vendor name
Dept	Department of the items purchased
Invoice No.	Vendor (s') Invoice number
Total Cost	Total amount (net of adjustment, if any) of the purchase
Total Price	Total sales price of all the items purchased; total up-charged sales price when vendor has a set up % up-charge in the Vendor Maintenance form
Vendor Total	Total amount of purchases as stated in the vendor's invoice
Paid Date	Date the invoice is paid

Table 18.5

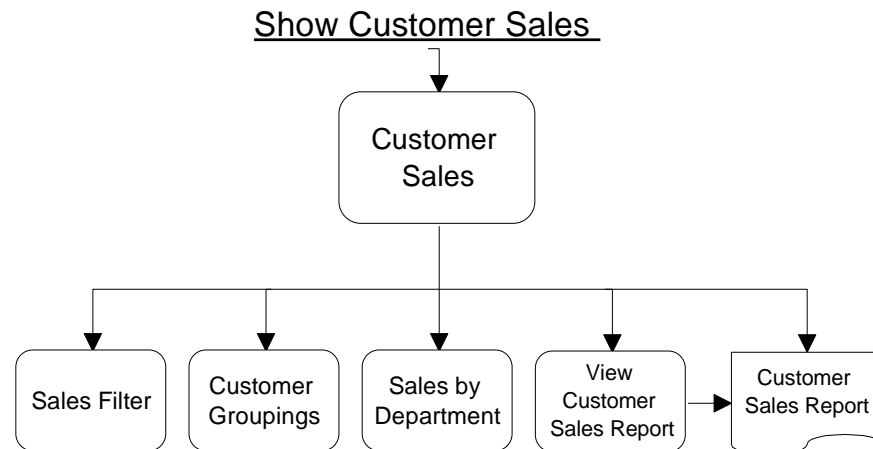
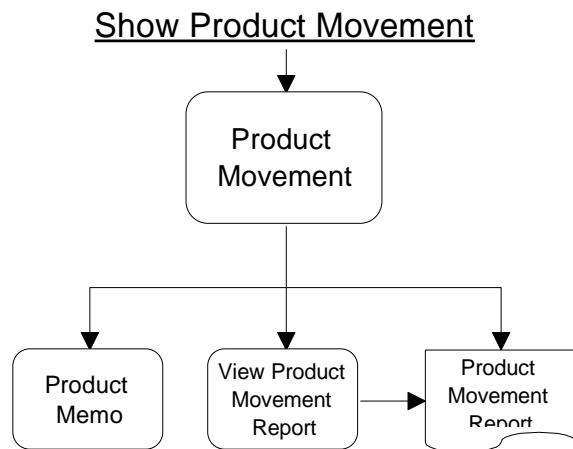
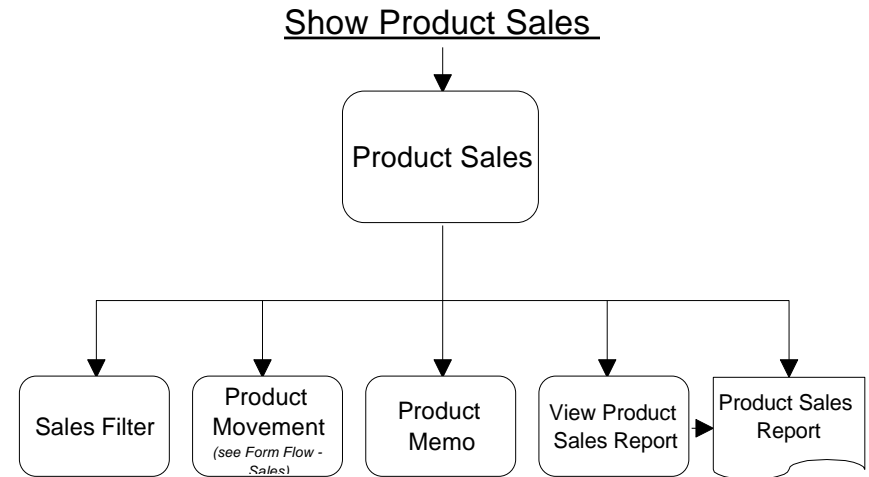
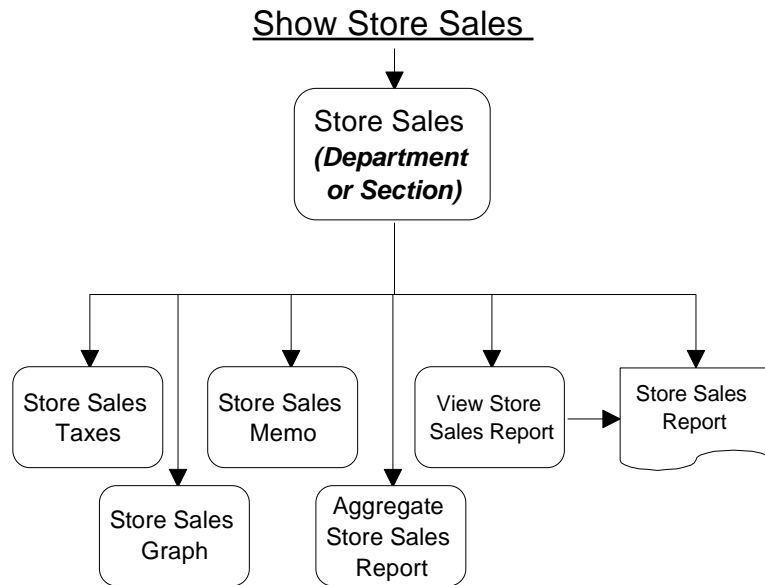
Selection Criteria

Criteria specified by user

Sort Criteria

Vendor Name and Date (descending order)

Point of Sales – Store Sales







Show Store Sales



The Store Sales form is used to display sales data by departments or by sections for a desired time period. Enter in or select the start and end dates for the time period to view. Select the following options:

Include Hash Departments – Click this if you'd like data for the hash (non-sales) departments to be included.

Include Non Movers – Click this if you'd like display data for departments that had no sales for the time period you select.

The sales data for the time period by department will be displayed on the form with overall totals displayed at the bottom of the form. A graph of the store sales is also available for viewing from this form by clicking on the graph button . Detailed tax information can be displayed for the department sales by using the  button on the toolbar (refer to the Store Sales Taxes topic covered later). The amount of **Open Department and Section** sales and the **Cost Of Sales** will be reported on the Store Sales report accessible via  or the  buttons on the toolbar.

Note: The Department Sales amount displayed on this form is calculated as follows: **Total Sales (excluding taxes & coupons) – Coupon Multiples (e.g., double coupon amounts) – Discounts (customer, line item & order level) – Electronic Coupons**

The Store Sales data can also be displayed by sections. Simply click on the Display Sections button  and data will be displayed for each section matching the criteria you selected. The criteria you entered can be changed at any time and the data will be re-displayed. To toggle back to the department sales simply click on the Display Departments button  on the toolbar.

Note: The Section Sales form uses the same calculation as the department sales. However, any sales made directly to the department (i.e., open department sales) will be excluded from the section sales.

Store Sales by Department

Start Date: 10/1/2007 End Date: 10/26/2007 ☒ Include Hash Department ☐ Include Non Movers

Departments	Sales	%	Items	Avg Price	Avg Order	Customers
GROCERY	\$11,873.98	44.75%	2,286.00	\$5.19	\$13.18	901
PHOTO	\$1,140.57	4.30%	73.00	\$15.62	\$22.36	51
BAKERY	\$852.27	3.21%	158.00	\$5.39	\$7.61	112
PRODUCE	\$1,191.59	4.49%	147.37	\$8.09	\$11.14	107
AAAMEAT	\$1,001.27	3.77%	146.19	\$6.85	\$17.57	57
WINE / LIQUOR	\$16.00	0.06%	4.00	\$4.00	\$4.00	4
GENERAL MERCHANDISE	\$4,137.25	15.59%	821.00	\$5.04	\$15.91	260
DELI	\$41.16	0.16%	28.00	\$1.47	\$2.74	15
NON-FOOD	\$2.00	0.01%	2.00	\$1.00	\$1.00	2
CANDY	\$20.99	0.08%	11.00	\$1.91	\$1.91	11
DAIRY	\$1,864.72	7.03%	545.00	\$3.42	\$7.23	258
BEVERAGES	\$289.00	1.09%	4.00	\$72.25	\$72.25	4
SWEETS	\$40.70	0.15%	12.00	\$3.39	\$3.39	12
POSTAGE STAMPS	\$11.00	0.04%	1.00	\$11.00	\$11.00	1
DELIVERY SERVICE	(\$25.00)	-0.09%	1.00	(\$25.00)	(\$25.00)	1
PET SUPPLIES	\$565.61	2.13%	105.00	\$5.39	\$8.98	63
TOY'S	\$100.00	0.38%	10.00	\$10.00	\$10.00	10
SANDWICHES	\$52.00	0.20%	18.00	\$2.89	\$6.50	8
FISH	\$111.79	0.42%	77.00	\$1.45	\$4.47	25
Bulk Food	\$164.48	0.62%	28.49	\$5.77	\$7.83	21
SWEETS2	\$117.80	0.44%	38.00	\$3.10	\$6.54	18
BABY	\$210.08	0.79%	12.00	\$17.51	\$52.52	4
ECTEST	\$4.00	0.02%	1.00	\$4.00	\$4.00	1
Total Sales	\$26,533.20	100.00%	5519.05	\$4.81	\$16.72	1,587

Store Sales by Section

Start Date: 10/1/2007 End Date: 10/26/2007 ☒ Include Hash Department ☐ Include Non Movers

Sections	Sales	%	Items	Avg Price	Avg Order	Customers
GROCERY	\$4,035.12	18.74%	1,191.00	\$3.39	\$8.95	456
Camera	\$324.71	1.51%	36.00	\$9.02	\$14.76	22
Rolls	\$32.00	0.15%	8.00	\$4.00	\$8.00	4
Produce	\$13.34	0.06%	14.22	\$0.94	\$3.34	4
Wine	\$316.00	1.47%	8.00	\$39.50	\$52.67	6
Pet Supplies	\$561.69	2.61%	42.00	\$13.37	\$9.06	62
Sandwiches	\$37.82	0.18%	31.00	\$1.22	\$2.36	16
Miscellaneous	\$6,770.60	31.44%	1,537.00	\$4.41	\$25.84	262
Finest Selection	\$33.12	0.15%	6.00	\$5.52	\$5.52	6
CRV	(\$35.76)	-0.17%	4.00	(\$8.94)	(\$17.88)	2
Leggs	\$30.00	0.14%	10.00	\$3.00	\$15.00	2
Potted Plants	\$462.79	2.15%	49.00	\$9.44	\$51.42	9
Bread	\$1,931.34	8.97%	469.00	\$4.12	\$5.95	330
Doughnuts	\$274.00	1.27%	32.00	\$8.56	\$13.70	20
Beef	\$483.77	2.25%	40.00	\$12.09	\$17.28	28
Chicken	\$63.86	0.30%	41.00	\$1.56	\$7.98	8
Fish	\$170.27	0.79%	63.00	\$2.70	\$8.51	20
Vegetables	\$14.22	0.07%	10.86	\$1.31	\$3.56	4
Fruit	\$1,174.87	5.46%	132.29	\$8.88	\$11.08	106
Dried Nuts	\$160.56	0.75%	9.00	\$17.84	\$53.52	3
Fruit Snacks	\$314.08	1.46%	14.00	\$22.43	\$52.35	6
Eggs	\$1,224.00	5.68%	204.00	\$6.00	\$7.46	164
Milk	\$606.00	2.81%	303.00	\$2.00	\$3.03	200
Total Sales	\$21,535.70	100%	4689.37	\$4.59	\$13.57	1,587

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Note: Customers in the total line represents the total number of customers that shopped in the store for the criteria selected. Customers in the detail lines represent the number of customers that purchased items from the department or section. The same customer could be represented multiple times in the detail since the same customer can purchase items from multiple departments or sections in the same order.

Note: Number of items may differ between department sales and section sales if UPC links are being used to track electronic coupons. For the same, the number of items includes the number of electronic coupons used.

24-HOUR STORE: Remember current date is the current **processing** date, which may not necessarily be the current date.










Table 19.1 contains a description of each field contained in the Stores Sales form.

Stores Sales – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Start Date	Displays the start date for the report period
End Date	Displays the end date for the report period
Include Hash Department	If checked, the Store Sales will include all sales for the department flagged as "Hash"
Include Non Movers	If checked, non movers (departments or sections with zero sales) will be displayed
Departments/Sections	Displays the Department or Section name for which the sales apply
Sales	Displays the total sales for the respective department/section
%	Displays the total percent for the respective department/section
Items	Displays the number of items sold for the respective department/section
Avg. Price	Displays the average price of the products in the department/section
Avg. Order	Displays the average number of items per order
Customers	Displays the number of customers purchasing products in the department/section

Table 19.1



Toolbar

The following describes the functions supported by the tool bar located on the Show Stores Sales form.

<u>Button</u>	<u>Description</u>
	Use to exit the current window
	Use this button to print a Store Sales report. (Refer to the "Store Sales Report" topic in this section)
	Use this button to display the Store Sales report on the screen (Refer to the "Store Sales Report" topic in this section)
	Use these buttons to toggle between displaying sales by section or by department.
	Use this button to display the sales data in graph form (Refer to the "Store Sales Graph" topic in this section)
	Use this button to maintain memo information for the sales data (Refer to "Store Sales Memo" topic in this section)
	Use this button to display the department taxable sales data and the corresponding sales taxes.
	Use this button to print Aggregate Store Sales report. (Refer to the "Aggregate Store Sales Report" in this section)
	Use this button to activate the context-sensitive help in this dialogue

Show Store Sales (continued)

Store Sales Report

This function will produce a Store Sales report by department or section for the time period selected on the Stores Sales form. The layout of this report is contained in Appendix F. This function is executed when  or  is selected from the Stores Sales form. The following describes each field contained in the report.

Report field	Description	Format	Calculation
Departments/Sections	Department or Section name	Text	
Sales	Total sales for the department or section	Currency	
%	Percentage of the total sales	Number	Dept Sales * 100 / Total Sales
Open Dept Sales	Total sales to open departments or sections	Currency	
Cost of Sales	Total cost of sales excluding sales to open dept/section	Currency	
Gross Margin	Percentage profit on sales excluding sales to open department/section	Percent	Sales – Cost of Sales / Sales * 100
Items	Total items purchased	Number	
Avg Price	Average price	Currency	Sales / Items
Avg Order	Average Order size	Number	Items/ Customers
Customers	Total number of customers	Number	
SUMMARY TAXES			
Tax A	Total of tax amount using tax schedule A	Currency	Amount of tax applied using Tax Table A
Tax B	Total of tax amount using tax schedule B	Currency	Amount of tax applied using Tax Table B
Tax C	Total of tax amount using tax schedule C	Currency	Amount of tax applied using Tax Table C
Tax D	Total of tax amount using tax schedule D	Currency	Amount of tax applied using Tax Table D
Total	Total taxes	Currency	Total of tax amounts

Table 19.2

Selection Criteria:

Data selected on the Stores Sales form.

Sort Criteria:

Department Number - Ascending.



Show Store Sales (continued)

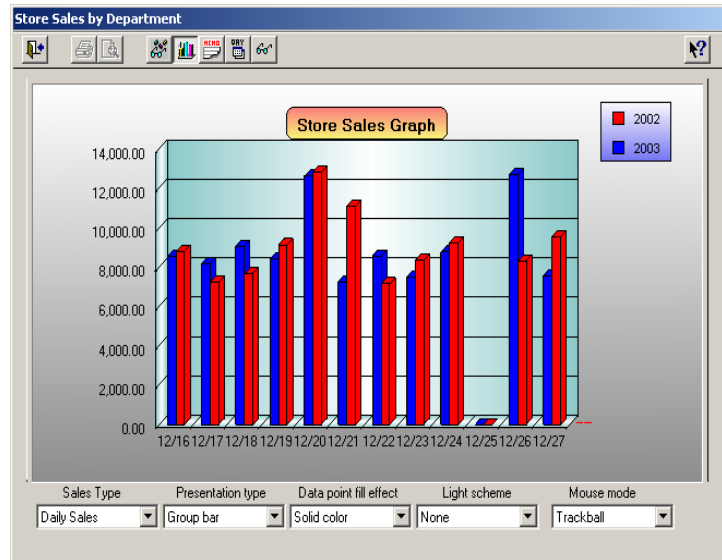
Store Sales Graph

This form is used to display store sales in graph form. There are 3 selections available via the drop down list on the graph for the amount of sales data displayed:


- Previous 12 days (Daily Sales)
- Previous 12 weeks (Weekly Sales)
- Previous 12 months (Monthly Sales)

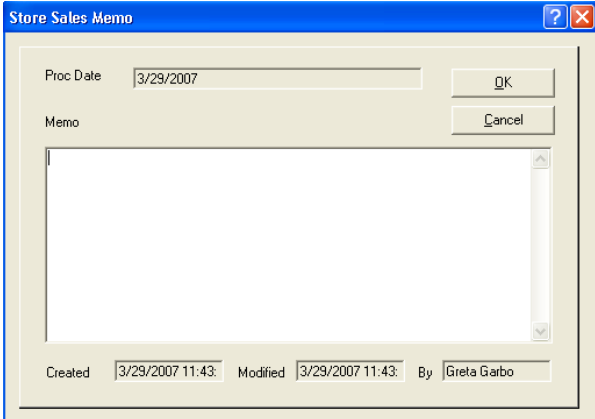
To change the style of graph displayed, click on the drop-down boxes displayed at the bottom of the form. A list of options for you to choose from will be displayed.

This form is displayed when the Show Store Sales Graph  button is clicked from the Stores Sales form. To return to the Store Sales form, click on the Show Store Sales Graph  button again.



Store Sales Memo

The Store Sales Memo form is used to maintain memo information related to sales data. This form is displayed when the memo button  is clicked from the Store Sales form.



Proc Date: 3/29/2007

Memo:

Created: 3/29/2007 11:43 Modified: 3/29/2007 11:43 By: Greta Garbo


Table 19.3 contains a description of each field contained in the Store Sales Memo form.

STORE SALES MEMO - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
ProcDate	Start date of the sales information time period on the Stores Sales form
Created	Date the memo was created
Memo	Memo data for this entry
Modified	Date of last modification
By	Person who last modified the information

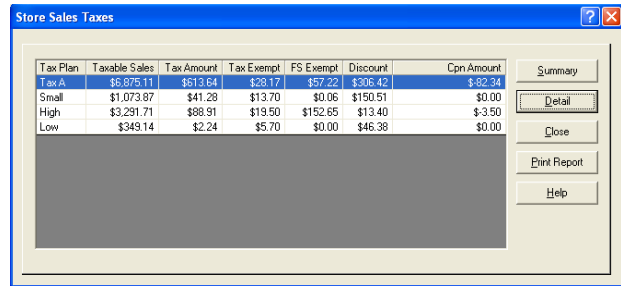
Table 19.3

Show Store Sales (continued)

Store Sales Taxes

The Store Sales Taxes form is used to display taxable sales by department and the corresponding sales taxes collected from those sales. This form is displayed when the View Taxes button  is clicked from the Store Sales form. Click on the Detail button to view detail totals by tax plan.

Tax-exempt amounts are also calculated and displayed in aggregate on the Store Sales Tax Detail report.



Tax Plan	Taxable Sales	Tax Amount	Tax Exempt	FS Exempt	Discount	Cpn Amount
Tax A	\$5,875.11	\$613.64	\$28.17	\$57.22	\$306.42	\$-82.34
Small	\$1,073.87	\$41.28	\$13.70	\$0.06	\$150.51	\$0.00
High	\$3,291.71	\$88.91	\$19.50	\$152.65	\$13.40	\$-3.50
Low	\$349.14	\$2.24	\$5.70	\$0.00	\$46.38	\$0.00

Note: if food stamps are used in the store, taxable sales may be understated in a situation where food stamp sales are tax exempt and a customer does not pay the entire food stamp eligible amount with food stamps. Tax amounts collected however will always be accurate.



Table 19.4 contains a description of each field contained in the Store Sales Taxes form.

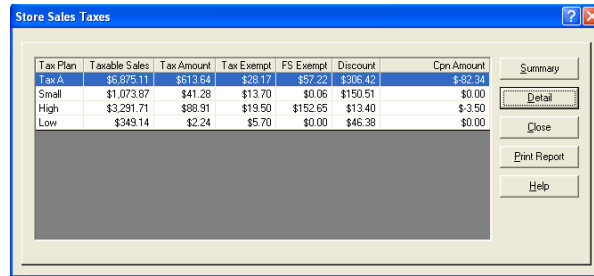
STORE SALES TAXES - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Tax Plan	Names of Tax Plans
Taxable Sales	Department sales where sales taxes were collected
Tax Amount	Total sales taxes collected from taxable sales
Tax Exempt	Tax amount exempted from sales
FS Tax Exempt	Food Stamp amount exempted from sales
Discount	Discounts, including electronic coupons, store coupons, order discounts and coupon multiple amounts
Coupon Amount	Manufacturer coupon amounts

Table 19.4

Show Store Sales (continued)

Store Sales Taxes (Detail)

The Store Sales Taxes (Detail) form further breaks down the department taxable sales & the sales taxes by Tax Plans. This form is displayed when the Detail button  is clicked from the Store Sales Taxes form. The Store Sales Taxes Summary form can be viewed again by clicking the Summary  button in the same form.




Tax Plan	Taxable Sales	Tax Amount	Tax Exempt	FS Exempt	Discount	Cpn Amount
Tax A	\$6,875.11	\$513.64	\$38.17	\$57.22	\$306.42	\$-82.34
Small	\$1,073.67	\$41.28	\$13.70	\$0.06	\$150.51	\$0.00
High	\$3,291.71	\$88.91	\$19.50	\$152.65	\$13.40	\$-3.50
Low	\$349.14	\$2.24	\$5.70	\$0.00	\$46.38	\$0.00

Table 19.5 contains a description of each field contained in the Store Sales Taxes (Detail) form.

STORE SALES TAXES - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Departments	Department names
Tax Plans	Tax Plans applicable to each department
Taxable Sales	Department sales where sales taxes were collected
Tax Amount	Total sales taxes collected from taxable sales
Tax Exempt	Taxes exempted from sales, not including food stamp sales
FS Tax Exempt	Taxes exempted from food stamp sales
Cpn Amount	Manufacturer Coupon amount
Discount	Discounts deducted from sales, including electronic coupons, store coupons, order discounts and coupon multiple amounts.

Table 19.5

Store Sales Tax Detail Report


This function will produce a Store Sales Tax Detail report showing the taxable sales and the corresponding sales taxes collected by tax plans per department for the time period selected on the Stores Sales form. This function is executed when the  button is selected from the Stores Sales Tax form. Table 19.6 contains a description of each field contained in the Store Sales Tax Detail report.

Report field	Description	Format	Calculation
Detail			
Tax ID	Tax plan numbers by department	Text	
Description	Tax plans descriptions	Text	
Taxable Sales	Sales taxable under specific tax plan of particular department	Currency	
Taxes	Sales taxes applicable to the above taxable sales	Currency	
Sales	Total Sales by department agreed to Sales reported in Store Sales report	Currency	
Tax Exempt Sales	Total tax-exempt store sales	Currency	
FS Tax Exempt Sales	Total tax-exempt store sales due to FS tenders received	Currency	

Table 19.6

Show Store Sales (continued)


Aggregate Store Sales Report

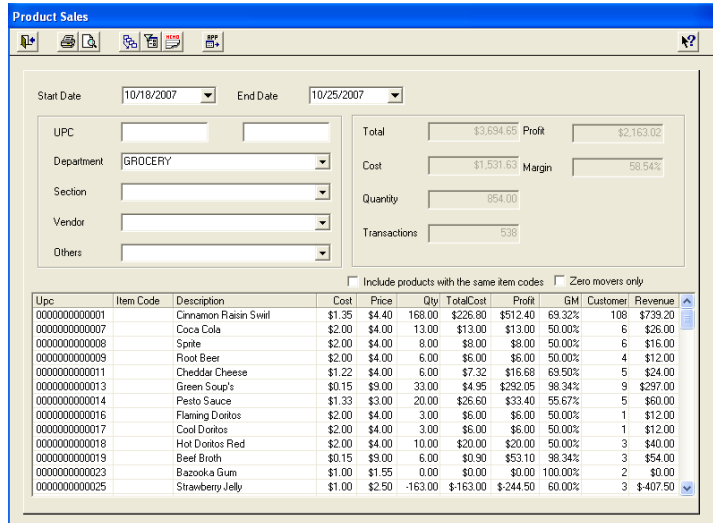
This function will produce an Aggregate Store Sales Report showing departments under Non-Hash or Hash department and then aggregated to department/(s) as set up in the Department Maintenance form. This function is executed when the Aggregate Sales Report  button is selected from the Stores Sales form. Table 19.7 contains a description of each field contained in the Aggregate Store Sales report.

Report field	Description	Format	Calculation
Departments	Department name listed in order of aggregate departments	Text	
Sales	Total Sales for the department	Currency	
%	Percentage of total sales	Percent	Dept Sales * 100/Total Sales
Open Dept Sales	Total sales to open departments	Currency	
Cost of Sales	Total Cost of sales excluding sales to open department	Currency	
Gross Margin	Percentage profit on sales excluding sales to open department	Percent	Sales –Cost of Sales/Sales * 100
Items	Total number of items sold	Number	
Avg. Price	Average price of items sold	Currency	Sales / Items
Avg. Order	Average Order size	Number	Items / Customers
Customer	Total number of customers	Number	
SUMMARY TAXES			
Tax A	Total of tax amount using tax schedule A	Currency	Amount of tax applied using Tax A
Tax B	Total of tax amount using tax schedule B	Currency	Amount of tax applied using Tax B
Tax C	Total of tax amount using tax schedule C	Currency	Amount of tax applied using Tax C
Tax D	Total of tax amount using tax schedule D	Currency	Amount of tax applied using Tax D
Total	Total taxes	Currency	Total of tax amounts

Table 19.7

Show Product Sales

The Product Sales form is used to display product sales data for specified criteria. Enter in the start and end dates for the time period to view. Then select a specific category of data to view. Categories available for selection are displayed on the left side of the form (e.g., UPC, Dept). Enter the selection criteria desired and click on the appropriate button. The product sales data for the time period will then be displayed as well as totals for the category selected. A list of the products included will be displayed in the grid at the bottom of the form. Click on the Sales Filter button  to refine your selection. Click on the **Include Related Products** field to summarize data for products having the same item code.



Note: The Sales amount displayed on this form is calculated as follows: **Total Sales (excluding taxes & coupons) – Department Level Sales – Section Level Sales – Electronic Coupons**

Note: Number of items includes any UPC Links used by Electronic Coupons. If UPCs have been entered into the system to track electronic coupons usage, the UPCs will be included in the selection of data.

Table 20.1 contains a description of each field contained in the Product Sales form.

PRODUCT SALES – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Start Date	Displays the start date for the query
End Date	Displays the end date for the query
UPC	Displays the UPC or PLU to be queried for the selected time period
Dept	Displays the department name to be queried (if UPC selected then displays the department name corresponding to the UPC)
Section	Displays the section name to be queried (if UPC selected then displays the section name for the UPC)
Vendor	Displays the vendor name to be queried (if UPC selected then displays the vendor name for the UPC)
Other	Displays "other" options to be queried for the selected time period
Total	Displays the total sales amount of the selected category
Cost	Displays the total cost of all items queried in this category
Quantity	Displays the total number of items sold for the queried category
Customers	Displays the number of customers buying the products in the queried category
Profit	Displays the gross profit for the selected category (sales - cost)
Margin %	Display the gross margin for the selected category (profit/sales)
Include Related Products	Indicates if sales for products having the same item code should be included in totals
Zero Movers Only	Flag to display only the products without sales during the time period
PRODUCTS LIST	List all products found for the specified category
UPC	Displays the UPC or PLU of the product
Item Code	Displays the item code of the product
Cost	Displays the cost for the product
Price	Displays the price for the product
Qty	Displays the quantity sold of the product for the time period
Total Cost	Displays the total cost (cost * quantity) of the product sold for the time period
Profit	Displays the total profit made for the product during the time period
Margin	Displays the gross margin percentage for the product
Customer	Displays the number of customers who purchased the product
Revenue	Displays the gross sales of the product in the selected time period








Table 20.1

Show Product Sales (continued)

Note: Movement for weighted items is tracked either by total weight sold or by number sold based on the setting *Track Weighted Items Count* in the *System Information* function. If the setting is ☒ then weighted items are tracked based on number sold instead of total weight sold. Refer to the *System Information* section for more information.



Tool Bar

The following describes the functions supported by the tool bar located on the Product Sales form.

<u>Button</u>	<u>Description</u>
	Use to exit the current window.
	Use this button to print a Product Sales report. (Refer to the “Product Sales Report” topic in this section)
	Use this button to display the Product Sales report on the screen. (Refer to the “Product Sales Report” topic in this section)
	Use this button to “jump” to the Show Product Movement function. (Refer to “Show Product Movement” section)
	Use this button to maintain memo information for the selected product. (Refer to the “Product Memo” topic contained in the Product Changes section)
	Use this button to refine the selection of data displayed. (Refer to the “Sales Filter” topic in this section)
	Use this button to activate the context-sensitive help in this dialogue.

Show Product Sales (continued)

Product Sales Report

This function will produce a Product Sales report for the selected category on the Product Sales form. This function is executed when  or  is selected from the Product Sales form. Table 20.2 contains a description of each field contained in the Product Sales report.

Report field	Description	Format	Calculation
Start Date	Start date of user query	Date / Time	
End Date	End date of user query	Date / Time	
Gross Margin	Total Gross margin	Currency	Total of Gross
UPC	UPC	Text	None
Description	Product description	Text	None
Cost	Cost of product	Currency	None
Price	Price of product	Currency	None
Gross	Gross margin of product	Number	(Price-Cost) / Price
Qty	Quantity sold	Number	None
Revenue	Revenue for product	Currency	None
Total Cost	Total Cost of the product	Currency	Cost * Quantity
Profit	Profit for the product	Currency	Revenue - Cost
Grand Total - Qty	Total	Number	Sum of Qty
Grand Total - Revenue	Total	Currency	Sum of Revenue
Grand Total - Total Cost	Total	Currency	Sum of Total Cost
Grand Total - Profit	Total	Currency	Sum of Profit

Table 20.2


Selection Criteria:

Select products for the selected category on the Product Sales form.

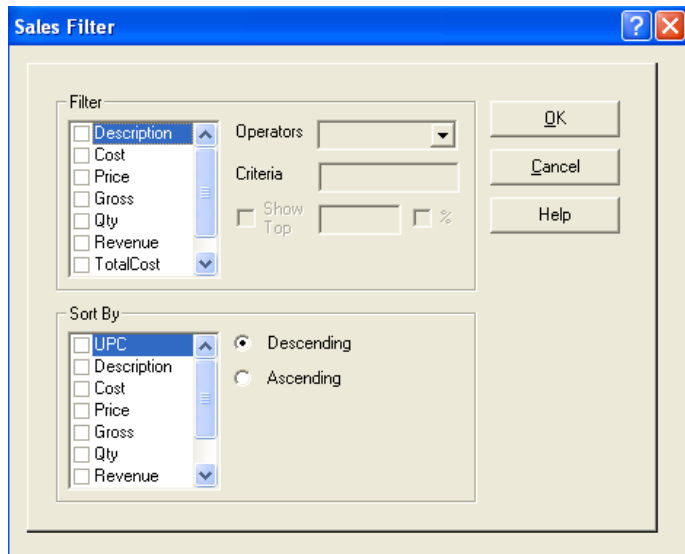
Sort Criteria:

UPC - Ascending.

Sales Filter

The Sales Filter form is used to refine the selection criteria for the product sales data and to specify a sort option for the product list portion of the Product Sales form. This form is displayed when the Sales Filter button  is selected from the Product Sales form.

Select the field to be used as a filter from the list displayed under the Filter heading. Once you've selected the field, select the filter criteria using a combination of the operators and criteria displayed. Select the sort option desired from the list displayed and whether you want the sort order in descending or ascending sequence. Click OK and the filter will be applied to the data displayed on the Product Sales form.



Show Product Movement

The Show Product Movement form is used to view movement (sales) for a product for a desired time period. Movement is not only displayed for the time period selected, but can also be displayed for the following time frames:

Previous 13 Weeks
Previous 12 months
Previous 10 years

The amount of movement available for display depends on the amount of history maintained in the system.

Note: The calculation of Total Revenue is the same calculation used in the **Show Product Sales** function.

Note: Movement for weighted items is tracked either by total weight sold or by number sold based on the setting Track Weighted Items Count in the System Information function. Refer to the System Information section for more information.






Table 21.1 contains a description of each field contained in the **Show Product Movement** form.

Show Product Movement -- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Start Date	Displays the start date for the query
End Date	Displays the end date for the query
UPC	Displays the UPC or PLU of the product to be queried
Description	Displays the description of the product being queried
Pack / Size	Displays the pack and the size of the product being queried
Qty	Displays the number of items sold for the product for the time period specified
Customers	Displays the number of customers who bought the product for the time period specified
Total Cost	Displays the total cost of the product being queried for the selected time period
Total Revenue	Displays the gross sales of the product being queried for the selected time period
Margin	Displays the gross margin (revenue - cost) of the product for the selected period
Gross Profit	Displays the gross profit of the product for the selected period
Include all products with same item code	Indicates if movement for products having the same item code should be included in totals
Movement during Previous 13 Weeks	Displays the movement for the product for the past 13 weeks
Movement during Previous 12 Months	Displays the movement for the product for the past 12 months
Movement during Previous 10 Years	Displays the movement for the product for the past 10 years
Total Buttons	This button will execute the function to display the movement for the desired time period
Total - Fields	Displays the total items sold for the desired time period



Table 21.1

Toolbar


The following describes the functions supported by the tool bar located on the **Product Movement** form.

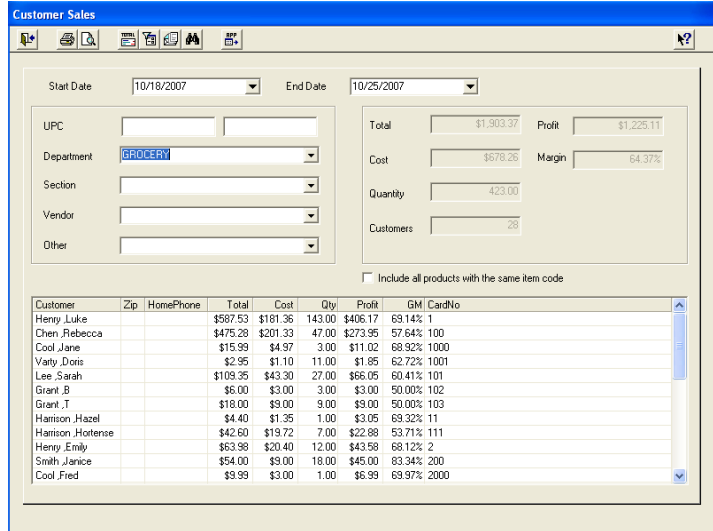
<u>Button</u>	<u>Description</u>
	Use to exit the current window.
	Use this button to print a Product Movement report. (Refer to the “Product Movement Report” topic in this section)
	Use this button to display the Product Movement report on the screen. (Refer to the “Product Movement Report” topic in this section)
	Use this button to maintain memo information for the selected product. (Refer to the “Product Memo” topic contained in the Product Maintenance section)
	Use this button to activate the context-sensitive help in this dialogue.

Product Movement Report

The Product Movement report is a printed copy of Show Product Movement form. The entire field on this report is a duplicate of the fields on the form. The layout of this report is contained in Appendix F. This function is executed when  or  is selected on the Show Product Movement form.

Show Customer Sales

The **Show Customer Sales** form is used to display customer sales data for specified criteria. Enter in the start and end dates for the time period to view. Then select a specific category of data to view. Categories available for selection are displayed on the left side of the form (e.g., UPC, Department). Enter the selection criteria desired and click Execute Query in the toolbar. The customer sales data for the time period will then be displayed as well as totals for the category selected. A list of the customers included will be displayed in the grid at the bottom of the form. Click on the Sales Filter button  to refine your selection.



Customer	Zip	HomePhone	Total	Cost	Qty	Profit	GM	CardNo
Henry, Luke			\$587.53	\$181.36	143.00	\$406.17	69.14%	1
Chen, Rebecca			\$475.28	\$201.33	47.00	\$273.95	57.64%	100
Cool, Jane			\$15.99	\$4.97	3.00	\$11.02	68.92%	1000
Varty, Davis			\$2.95	\$1.10	11.00	\$1.85	62.72%	1001
Lee, Sarah			\$109.35	\$43.30	27.00	\$66.05	60.41%	101
Grant, B			\$6.00	\$3.00	3.00	\$3.00	50.00%	102
Grant, T			\$18.00	\$9.00	9.00	\$9.00	50.00%	103
Harrison, Hazel			\$4.40	\$1.35	1.00	\$3.05	69.32%	11
Harrison, Hortense			\$42.60	\$19.72	7.00	\$22.88	53.71%	111
Henry, Emily			\$63.98	\$20.40	12.00	\$43.58	68.12%	2
Smith, Janice			\$54.00	\$9.00	18.00	\$45.00	83.34%	200
Cool, Fred			\$9.99	\$3.00	1.00	\$6.99	69.97%	2000

Note: The calculation used for the Sales is the same calculation used in the Show Store Sales (Department) function: Total Sales (excluding taxes & coupons) – Coupon Multiples (e.g., double coupon amounts) – Discounts (customer, line item & order level) – Electronic Coupons.

Table 22.1 contains a description of each field contained in the **Customer Sales** form.









CUSTOMER SALES – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Start Date	Displays the start date for the selected time period
End Date	Displays the end date for the selected time period
UPC (field #1)	Displays the start UPC or PLU number for the product range
UPC (field #2)	Displays the end UPC or PLU number for the product range
UPC (button)	Used to run the query for the UPCs entered
Dept (field)	Displays the department name
Dept (button)	Used to run the query for the selected department category
Section (field)	Displays the section name
Section (button)	Used to run the query for the selected section category
Vendor (field)	Displays the vendor name
Vendor (button)	Used to run the query for the selected vendor category
Other (field)	Displays the DSD Only, Total Store, or Product Group selections to be queried
Other (button)	Used to run the DSD Only, Total Store, or Product Group category
Total	Displays the total sales for the reporting period for the selected category
Cost	Displays the total cost of the purchases for the reporting period for the selected category
Quantity	Displays the number of items for the reporting period for the selected category
Customers	Displays the number of customers who purchased products
Profit	Displays the gross profit (purchases - cost) for the reporting period for the selected category
Margin	Displays the gross profit % (gross profit / cost) for the reporting period for the selected category
Include Related Products	When flagged, depending on the category selected includes those items with the same item code. On Total Store category, sales to open departments are included.
CUSTOMER LIST BOX (Multiple occurrences of the following)	Lists the customers who matched the category selected
Customer	Displays the customer's name
Zip	Displays the customer's zip code
Home Phone	Displays the customer's phone number
Total	Displays the total amount purchased by the customer
Cost	Displays the cost of goods sold for the purchases by the customer
Quantity	Displays the number of items purchased by the customer
Profit	Displays the profit amount for that customer
Margin	Displays the gross profit % for that customer

Table 22.1


Show Customer Sales (continued)

Toolbar

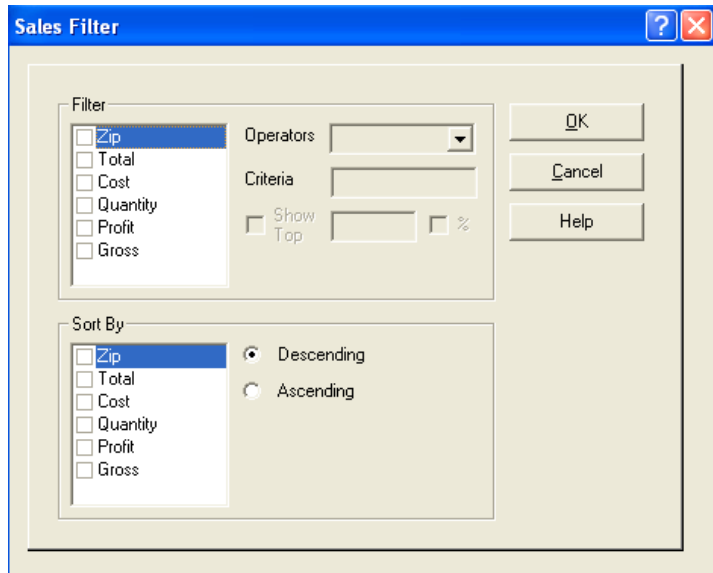
The following describes the functions supported by the tool bar located on the Customer Sales form.

<u>Button</u>	<u>Description</u>
	Use to exit the current window
	Use this button to print an Customer Sales report (Refer to the “Customer Sales Report” topic in this section)
	Use this button to display the Customer Sales report on the screen (Refer to the “Customer Sales Report” topic in this section)
	Use to show the total sales by department. A form will be displayed showing a breakdown of sales by department
	Use this button to refine the selection of data displayed. (Refer to the “Sales Filter” topic in this section)
	Access the Customer Group form where thank you letters, gift certificates or coupons can be printed for a customer (Refer to “Customer Group” topic in this section)
	Use this button to select/find a specific customer. The customer selected will be highlighted
	Use this button to activate the context-sensitive help in this dialogue

Sales Filter


The Sales Filter form is used to refine the selection criteria for the customer sales data and to specify a sort option for the customer list portion of the Customer Sales form. This form is displayed when the Sales Filter button  is selected from the Customer Sales form.

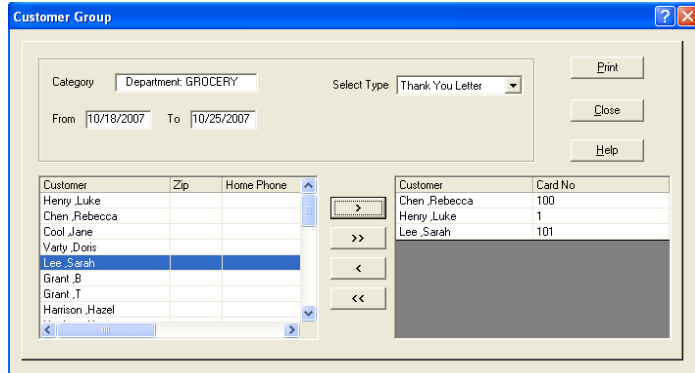
Select the field to be used as a filter from the list displayed under the Filter heading. Once you've selected the field, select the filter criteria using a combination of the operators and criteria displayed. Select the sort option desired from the list displayed and whether you want the sort order in descending or ascending sequence. Click OK and the filter will be applied to the data displayed on the Customer Sales form.



Show Customer Sales (continued)

Customer Group

The Customer Group form is used to group customers into a specific category. Thank you letters, coupons or gift certificates can then be printed for each customer in the specific category. The criteria used in the Show Customer Sales form are the same criteria used on this form to display the customers that can be categorized. This form is displayed when the Group Customers button  is pressed from the toolbar on the Show Customer Sales form.



If the Preferred Customers option is selected as the Select Type, then the top of the form will change as depicted to the right. This will allow for the selection of a coupon to be assigned to the selected category of customers. This is very useful to apply a Target Coupon to your top customers.

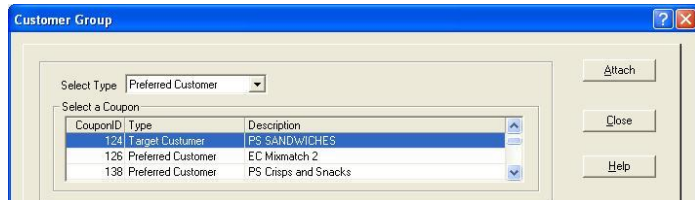



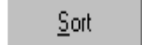





Table 22.2 contains a description of each field contained in the **Customer Group** form.

CUSTOMER GROUP -- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Category	Displays the Category querying in Customer Sales form
From	
To	
Select Type	
Select Type: Preferred Customer	Used to select the type of function to execute (print Tank you letter, print gift certificate or attach coupon to customer)
Coupon Link	
Description	
Customer List	
Customer Group List	Coupon selected from the list.
	Description of the coupon selected
	List of customers available for selection
	List of customers selected as part of the group

Table 22.2

Customer Group - Buttons

The following describes the functions supported by the buttons located on the Customer Group form.

Button	Description
	Use this button to print and/or preview the document selected (thank you letter or gift certificate. Samples of these documents are included in Appendix F (Not available in electronic form).
	Use to sort the customers in the Customer List box.
 	Use to move a selected customer from/to the customer list and customer group list boxes.
 	Use to move all customers from/to the customer list and customer group list boxes.
	Use to attach the selected coupon to the selected customers displayed in the customer group list box. A coupon entry will be created for each customer.

Show Customer Sales (continued)

Customer Sales Report



The Customer Sales Report will report on the customer sales information for the selected category on the Customer Sales form. The layout of this report is contained in Appendix F (Not available in electronic form). This function is executed when  or  is selected from the Customer Sales form.

Table 22.3 contains a description of each field contained in the Customer Sales report.

Report field	Description	Format	Calculation
Category	Displays the category selected	Text	Selected Category
Start Date	Start date of selection	Date / Time	Selected Time
End Date	End date of selection	Date / Time	Period
Customer	Customer name	Text	Selected Time
Card #	Customer card #	Text	Period
Home Phone	Customer home phone	Text	None
Zip Code	Customer zip code	Text	None
Qty	Quantity purchased by customer	Number	None
Cost	Cost of products purchased	Currency	None
Total	Total purchase amount	Currency	None
Profit	Total profit	Currency	Total - Cost
Gross	Gross margin %	Percent	(Total - Cost) / Total

Table 22.3

Selection Criteria:

Shows customer sales data for the category selected on the Customer Sales form.

Weekly Balance Summary

The Weekly Balance Summary form gives the user a summary of all sales for the week selected. The purpose is to give the user a feel for the week's business from a cash flow perspective. The form begins with Sales and then arrives at the Deposit.

Begin by selecting the Start Date. The End Date will automatically default to one week.

The days of the week are displayed across the top of the columns. The days are dependent upon the date that the user selected, so the user may begin from any day of the week.

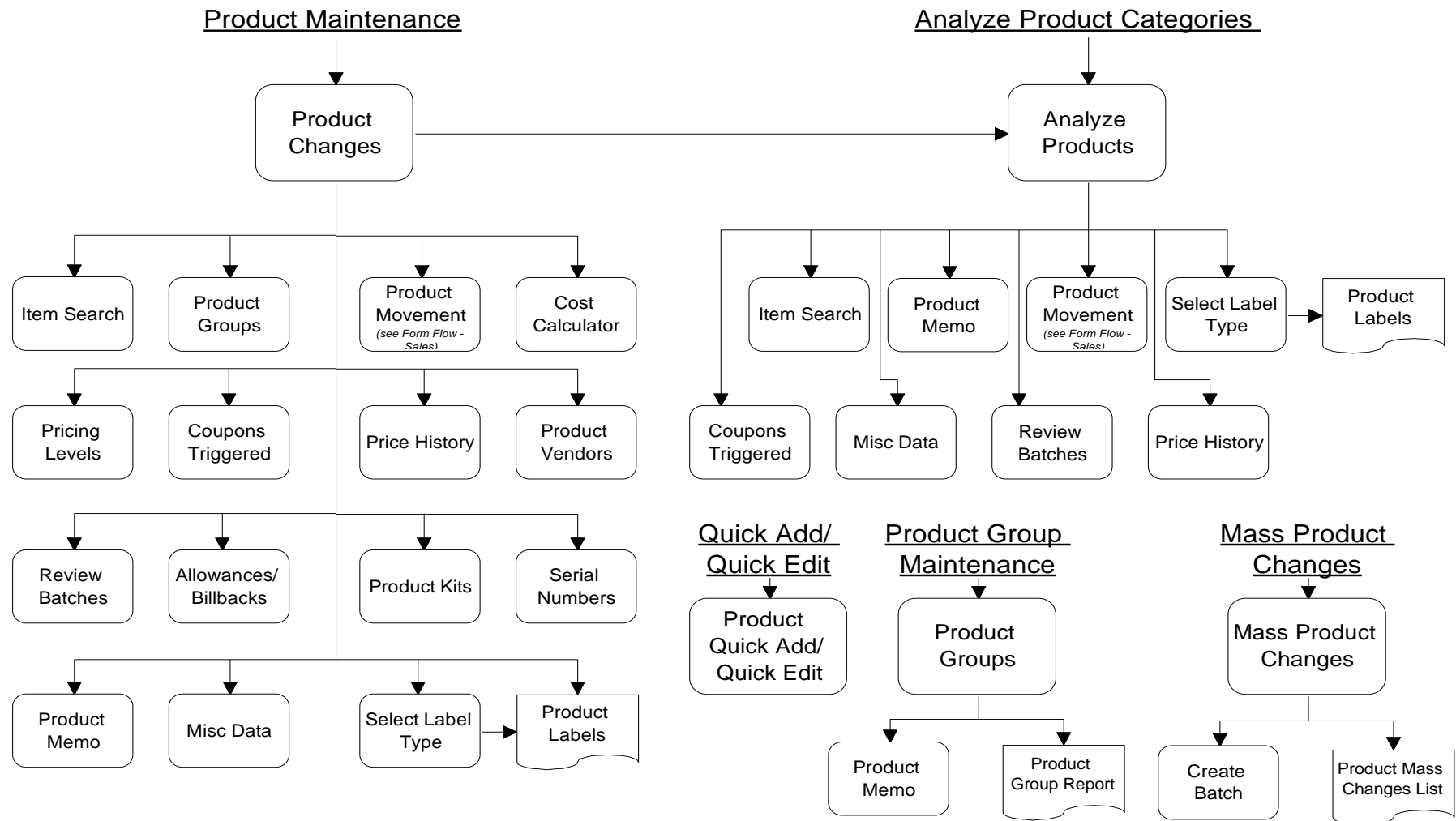
Store Sales are displayed by Department. Under the department, the Tax summary for each day is shown. This is tax collected and is included in the sum calculation below. The total sales are shown under the department information. This sum is all the monies that were collected for the day.

Balance Weekly Summary

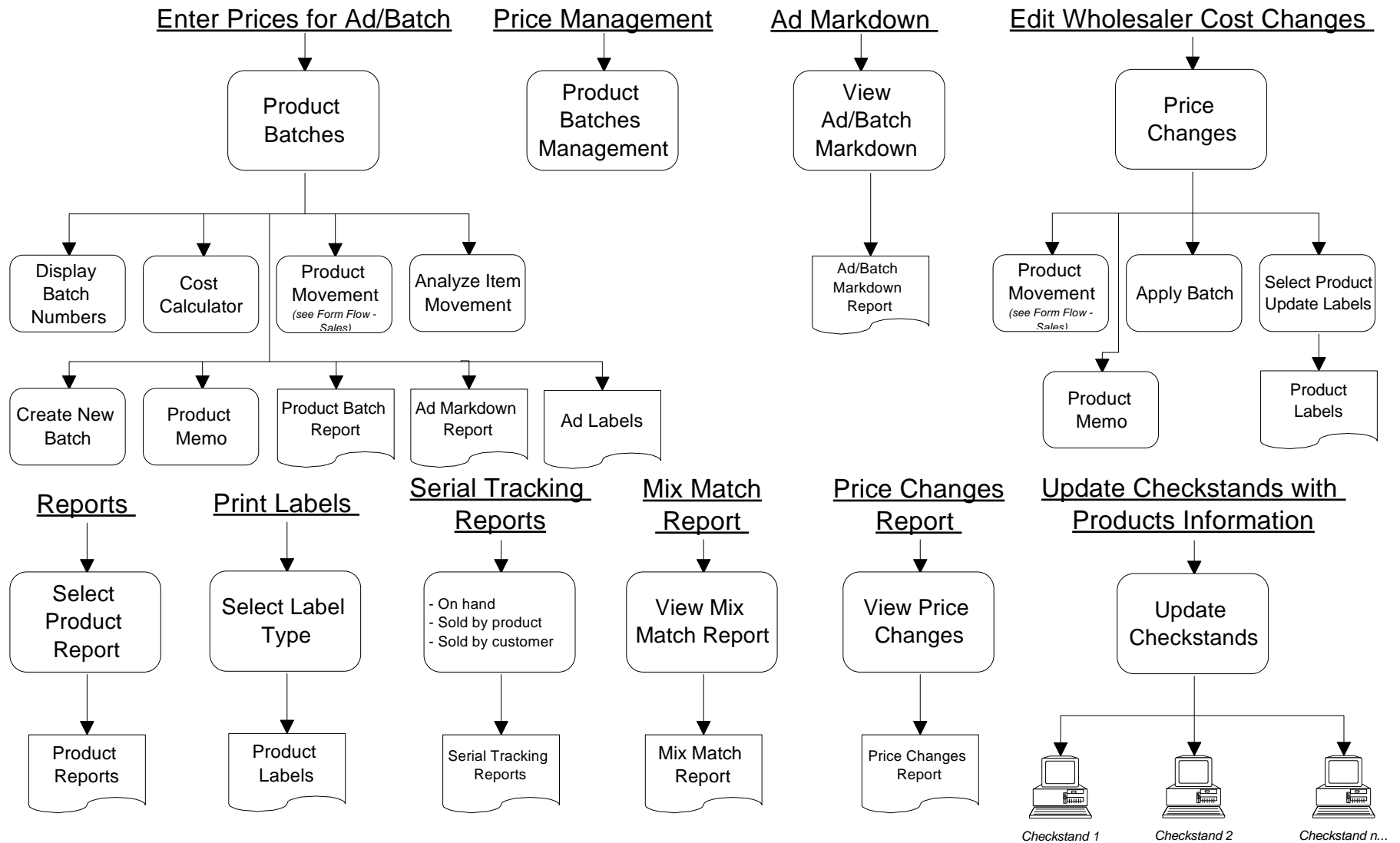
Start Date: 1/8/2007 End Date: 1/14/2007

Dept Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
DAIRY	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.00 36.36%	\$48.00 29.72%	\$0.00 0.00%	\$0.00 0.00%	\$96.00 30.52%
FIZZY TEST	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$3.50 2.16%	\$0.00 0.00%	\$0.00 0.00%	\$3.50 1.00%
FIZZY UPC	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%
GENERAL MERCHAN	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$4.00 18.18%	\$24.00 14.86%	\$0.00 0.00%	\$0.00 0.00%	\$28.00 15.26%
GROCERY	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$1.10 0.68%	\$0.00 0.00%	\$0.00 0.00%	\$1.10 0.59%
PET SUPPLIES	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$4.50 2.70%	\$0.00 0.00%	\$0.00 0.00%	\$4.50 1.45%
PRODUCE	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$10.00 45.45%	\$50.00 30.96%	\$0.00 0.00%	\$0.00 0.00%	\$60.00 32.70%
WINE / LIQUOR	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$26.89 16.64%	\$0.00 0.00%	\$0.00 0.00%	\$26.89 14.65%
TAX	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$0.40	\$5.54	\$0.00	\$0.00	\$5.94
Total Sales	\$0.00 0.00%	\$0.00 0.00%	\$0.00 0.00%	\$22.40 11.82%	\$167.12 88.18%	\$0.00 0.00%	\$0.00 0.00%	\$189.52
Total Sales	\$0.00	\$0.00	\$0.00	\$22.40	\$167.12	\$0.00	\$0.00	\$189.52
Over/Shorts	\$0.00	\$0.00	\$0.00	\$22.40	\$167.12	\$0.00	\$0.00	\$189.52
Received On Acct	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paid In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Paid In	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Paid Out	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$99.76	\$0.00	\$0.00	\$99.76
Debit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc Coupons	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Elec Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Elec Foodstamps	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
InStore Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Non-Deposit	\$0.00	\$0.00	\$0.00	\$0.00	\$99.76	\$0.00	\$0.00	\$99.76
Cash	\$0.00	\$0.00	\$0.00	\$22.40	\$54.36	\$0.00	\$0.00	\$77.36
Check	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc	\$0.00	\$0.00	\$0.00	\$0.00	\$12.40	\$0.00	\$0.00	\$12.40


Point of Sales – Products

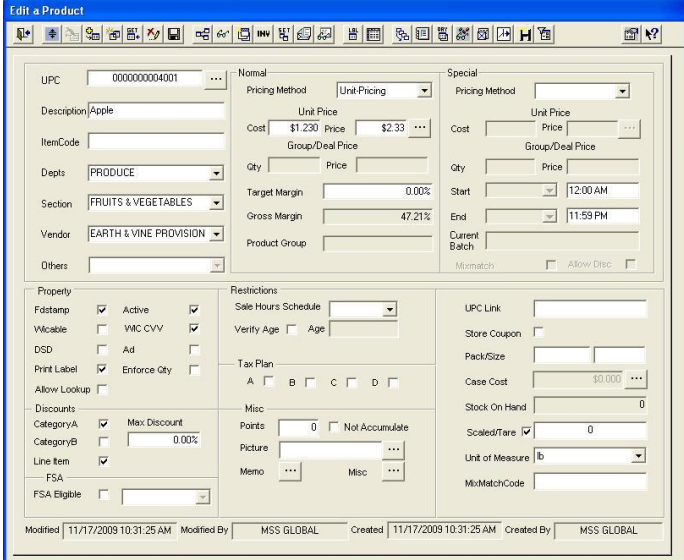


Point of Sales – Products



Product Maintenance

The **Product Maintenance** form is used to add, maintain, and delete product information. The Product file is the heart and soul of RETAIL™. This file is used at the core of the critical system operations. The integrity of this file dictates the integrity of the entire system. From this form, the product pricing arrangements and attributes can be maintained. The Front End and Back End modules will make use of the product information, which will be added directly into the system. Product data can be retrieved by **UPC**, **Item Code**, or **Description** by clicking  button located to the right of the UPC field. Use the **clone** function in edit/add mode to add a new product that is similar to an existing product. Make a product inactive (Active field unchecked) to not allow it to be sold at the checkstand.



Edit a Product

UPC: 000000004001

Description: Apple

Item Code:

Depts: PRODUCE

Section: FRUITS & VEGETABLES

Vendor: EARTH & VINE PROVISION


Others:

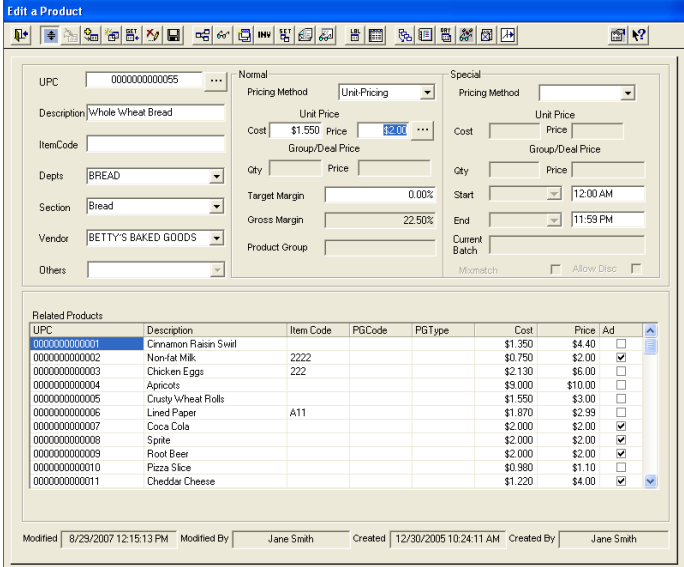
Property: Fdsstamp ☒ Active ☒ Wicable ☐ WMC CVV ☒ DSD ☐ Ad ☐ Print Label ☒ Enforce Qty ☐ Allow Lookup ☐ Discounts: CategoryA ☒ Max Discount: 0.00% CategoryB ☐ Line Item ☒ FSA ☐ FSA Eligible ☐ Restrictions: Sale Hours Schedule: Verify Age: Age: Tax Plan: A B C D Misc: Points: 0 Not Accumulate Picture: Memo: Misc: UPC Link: Store Coupon: Pack/Size: Case Cost: \$0.000 Stock On Hand: 0 Scaled/Tare: 0 Unit of Measure: b MixMatchCode:

Normal Pricing Method: Unit Pricing Unit Price: Cost: \$1.230 Price: \$2.33 Group/Deal Price: Qty: Price: Target Margin: 0.00% Gross Margin: 47.21% Product Group:

Special Pricing Method: Unit Price: Cost: Price: Group/Deal Price: Qty: Price: Start: 12:00 AM End: 11:59 PM Current Batch:

Modified: 11/17/2008 10:31:25 AM Modified By: MSS GLOBAL Created: 11/17/2008 10:31:25 AM Created By: MSS GLOBAL

Click **Hide/Show Product List** button  to display related products, either by a consecutive selected number of items (after the current item), **Item Group Number** or by **Product Groups** in which the current item is included. Selections of items displaying in the grid is made through the **Settings** form discussed later in this section. Many other options are available through the toolbar (refer to the Toolbar section).



Edit a Product

UPC: 000000000055

Description: Whole Wheat Bread

Item Code:

Depts: BREAD

Section: Bread

Vendor: BETTY'S BAKED GOODS

Others:

Property: Fdsstamp ☒ Active ☒ Wicable ☐ WMC CVV ☒ DSD ☐ Ad ☐ Print Label ☒ Enforce Qty ☐ Allow Lookup ☐ Discounts: CategoryA ☒ Max Discount: 0.00% CategoryB ☐ Line Item ☒ FSA ☐ FSA Eligible ☐ Restrictions: Sale Hours Schedule: Verify Age: Age: Tax Plan: A B C D Misc: Points: 0 Not Accumulate Picture: Memo: Misc: UPC Link: Store Coupon: Pack/Size: Case Cost: \$0.000 Stock On Hand: 0 Scaled/Tare: 0 Unit of Measure: b MixMatchCode:

Normal Pricing Method: Unit Pricing Unit Price: Cost: \$1.550 Price: \$2.00 Group/Deal Price: Qty: Price: Target Margin: 0.00% Gross Margin: 22.50% Product Group:

Special Pricing Method: Unit Price: Cost: Price: Group/Deal Price: Qty: Price: Start: 12:00 AM End: 11:59 PM Current Batch:

Related Products

UPC	Description	Item Code	PGCode	PGType	Cost	Price	Ad
000000000001	Cinnamon Raisin Swirl				\$1.350	\$4.40	<input type="checkbox"/>
000000000002	Non-fat Milk	2222			\$0.750	\$2.00	<input checked="" type="checkbox"/>
000000000003	Chicken Eggs	222			\$2.130	\$6.00	<input type="checkbox"/>
000000000004	Apricots				\$9.000	\$10.00	<input type="checkbox"/>
000000000005	Crusty Wheat Rolls				\$1.550	\$3.00	<input type="checkbox"/>
000000000006	Lined Paper	A11			\$1.870	\$2.99	<input type="checkbox"/>
000000000007	Coca Cola				\$2.000	\$2.00	<input checked="" type="checkbox"/>
000000000008	Sprite				\$2.000	\$2.00	<input checked="" type="checkbox"/>
000000000009	Root Beer				\$2.000	\$2.00	<input checked="" type="checkbox"/>
000000000010	Pizza Slice				\$0.980	\$1.10	<input type="checkbox"/>
000000000011	Cheddar Cheese				\$1.220	\$4.00	<input checked="" type="checkbox"/>

Modified: 8/29/2007 12:15:13 PM Modified By: Jane Smith Created: 12/30/2005 10:24:11 AM Created By: Jane Smith

Note: With Pricing Product groups and Item Codes, data for a group of products can be automatically updated. Refer to the **Product Grouping Updates** topic in this section.

Note: The Checkstands should be updated with the product information once you have finished your updates by using the **Synchronize Checkstands with Products** function (this function is covered later in this section). This will ensure that the checkstand database contains the most current product data in the event the checkstand system needs to operate in stand-alone mode.

Note: When deleting a product, an entry will be created in the user activity log in order to provide an audit trail of data deleted from the system. (Refer to the **User Activity Tracking** topic in the **General Topics** section)

Product Maintenance (continued)

Table 23.1 contains a description of each field contained in the **Product Maintenance** form.

PRODUCT MAINTENANCE - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
PRODUCT INFO: UPC Description Item Code Depts Section Vendor Others	Product's UPC or PLU (13 digits). Description of the product. Wholesaler's code for the product. Product's department. In Analyze Product Categories function, this becomes a list box for selection. Product's section. In Analyze Product Categories function, this becomes a list box for selection of a section. Product's vendor. In Analyze Product Categories function, this becomes a list box for selection of a vendor. Displays the name of the Product Group the product belongs to, joined via Product Group Maintenance. In Analyze Product Categories function, this becomes a list box for selection of other categories.
NORMAL PRICING: Pricing Method Unit Price – Cost Unit Price – Price Group/Deal Price – Qty Group/Deal Price – Price Target Margin Gross Margin Product Group	Select from four pricing methods: Unit Pricing, Split Package Pricing. Group Threshold, Group Adjusted, Limited Pricing. Cost for the product. Retail price for the product. Quantity for this product to be priced under group pricing. Group pricing applied to this product. Target gross margin percentage for a product. Gross margin percentage for a product. System generated once you have entered the (normal) cost and price for the product. Displays the name of the Pricing Product Group the item belongs to, added via Product Group Maintenance
SPECIAL PRICING: Pricing Method Unit Price – Cost Unit Price – Price Group/Deal Price – Qty Group/Deal Price – Price Start Time End Time Mix match Allow Disc	Select from four pricing methods: Unit Pricing, Split Package Pricing. Group Threshold, Group Adjusted, Limited Pricing. Special Cost for the product. Special Price for the product. Quantity for this product to be priced under special group pricing. Special group pricing applied to this product. The date the special pricing begins. The time of day the special pricing begins. The date the special pricing ends. The time of day the special pricing ends. Indicates if mix match code is assigned to product for special pricing only. When the pricing expires, the mix match code will be removed. Indicates if discounts will be allowed while, the special pricing is in effect.
PROPERTY: Fdstamp Active Wicable Wic CVV Ad DSD Enforce Qty Print Label Allow Lookup	Flag to enable or disable purchase of the product with food stamps. Flag to indicate that the item is currently carried in inventory (or is backordered). Flag to indicate if the product can be purchased with a WIC tender. Flag to indicate the product can be purchased with Wic CVV tender. FS will automatically be flagged. A flag will indicate if the product is currently advertised. Flag to indicate if the product is delivered directly to the store (For example: bread vendor, beer vendor). Flag to indicate if the quantity must be entered at the Checkstand. Flag to indicate if a label needs to be printed for this product. Flag to allow cashiers to do price verification (PV) or product search (PS) on the product. This must be flagged to allow the user to search by picture on the front end (entered via the Picture button) or to search for additional information about the product, if entered using the Product Info. button in the toolbar.
DISCOUNT: Category A Category B Line Item Max Discount FSA Eligible	Flag this product as belonging to Category A to enable Category A discounts to be taken on the product. Discounts are maintained as part of the POS Information function of the Administration menu. Flag this product as belonging to Category B to enable Category B discounts to be taken on the product. Discounts are maintained as part of the POS Information function of the Administration menu. Flag to allow a line item discount. Maximum % discount allowed to an item limits the total discounts (Dept discounts, DA, DB, DT, DN and customer discounts) applied to a product. Flag to indicate product can be purchased with Flex Spending Account. Select the category from the drop-down to the right: None, Medical, Dental, or Vision.
TAX PLAN: Tax A Tax B Tax C Tax D Points Not Accumulate	Flag to indicate if the product is taxable with the tax plan A. Flag to indicate if the product is taxable with the tax plan B. Flag to indicate if the product is taxable with the tax plan C. Flag to indicate if the product is taxable with the tax plan D. Used to enter the amount of extra points the customer may accumulate when purchasing this item. Flag to prevent the item from accumulating any frequent shopper points on the Front End.

Product Maintenance (continued)

PRODUCT MAINTENANCE - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Picture	Type the picture name corresponding to this item including its extension, (tomato.bmp, and so on) or click on the button to the right and search for the correct bmp.
Memo Button	Click to access Product Memo form, discussed later in this section.
Misc Button	Click to access Product Miscellaneous form, discussed later in this section.
RESTRICTIONS:	
Sale Hours Schedule	Select the schedule number to apply to this item. See Schedule Maintenance in the Administration Menu.
Verify Age	Indicates if the age of the customer and cashier must be checked in order to purchase/sell the product.
Age	Age required to purchase/sell product.
MISCELLANEOUS:	
UPC Link	UPC code of a linked product. Provides ability to link two products together for the purposes of pricing. When product is rung up at the checkstand, the linked product will also ring up.
Str Coupon	Flag to indicate if this product is joined to another UPC link when using a store coupon.
Pack/Size	Type packaging breakdown if product is packaged with one or more units and the size of the units.
Case Cost	Show case cost for this product for the selected vendor from the vendor list.
Stock On Hand	In add mode, allows entry of the quantity on hand for the product. In edit mode, displays the current quantity on hand for the product.
Scaled	Flag to indicate that the product requires a scale to determine price.
Tare Weight	Enter the weight to be deducted for packaging when the product is rung up at the Checkstand.
Unit Of Measure	Select the unit of measure of this product (For example: lb, ft, and in).
Mix Match Code	Use this field to group multiple like products together for pricing purposes.
Modified (box)	Date and time of last modification.
Modified By	Name of the employee who last modified the form.
PRODUCT LIST (GRID)	
UPC	Display the Product's UPC or PLU.
Description	Display the Product's Description.
Item Code	Display the Item Code used by the wholesaler to identify the product.
Product Group	Displays the product group that product is assigned to.
PG type	Displays the product group type: RP = Reporting Group, PR = Pricing Group.
Cost	Displays the cost of the product.
Price	Displays the current price (normal or special) of the product.
Ad	Flag indicating if product is currently on ad

Table 23.1

Note: Picture Files must exist in a specific directory on the server to be accessed from this screen. The files must exist in a directory named BMPFILES within the same directory where the Back End databases exist.

Toolbar

The following describes the toolbar displayed on the **Product Maintenance** form.

ButtonDescription

Press to exit the current window.



Hides or shows the bottom grid, which displays a list of products as selected in "Settings".



Press to "Jump" to the Edit mode from Add mode.



Press to "Jump" to the Add mode from Edit mode.



Clones the current product information to a new product. All data will be cloned except for UPC code, description and certified number.



Helps to view pending products added from the Front End checkstands. Click to return to normal mode. (Refer to the **Pending Products** topic in this section)



Deletes the product. The product will be flagged deleted and will be removed by the system when the Synchronize Checkstands with **Products** function is executed.

Product Maintenance (continued)



Saves your entries or changes for the current record.



Press to assign the product, to a product group. (Refer to the **Product Groups** topic in this section)



Press to set up different pricing levels for the current record. (Refer to the **Product Pricing Levels** topic in this section)



Press to add other vendors as well as the primary vendor. (Refer to the **Product Additional Vendors** topic in this section)



Press to maintain the product's inventory count and to complete inventory adjustments. (Refer to the **Product Inventory** topic in this section)



Accesses the **Allowance and Bill Backs** form. (Refer to **Allowance/Bill Backs** topic in the Inventory section)



Opens the Product Kits dialogue, to maintain UPCs assigned to a product kit. (Refer to the "Product Kits" topic in this section)



Opens the **Product Information** sheet, used to enter additional information about the item, which may be viewed on the front end by entering PS. "Allow Lookup" must also be flagged.



Press to view and assign serial numbers to a product. (Refer to the **Serial Tracking** topic in this section)



Opens the **Select a Label** dialog box. (Refer to the **Print Labels** section)



Helps to export product data for importing into a label-making program. (Refer to the **Export Labels** topic in this section)



Press to "jump" to the **Show Product Movement** function. (Refer to **Show Product Movement** topic contained in the **Store Sales** section)



View a history of price changes made for this product. (Refer to the Price History topic in this section)



Helps to display a list of electronic coupons that product is assigned to. (Refer to the Coupons Triggered topic in this section)



Helps to access list of batches, which contain the current UPC. (Refer to Review Related Batches topic in Enter Prices for Ad/Batch section)



Press to set the **Tab Order** for the Product Maintenance form. This allows the user to select the most commonly used fields to tab to when entering products.



Opens the **Maintain Seafood COOL** (country of origin labeling) form to enter seafood's place of origin and production method (farm-raised, wild caught, etc.). This information is used for seafood labels.



Opens PLUM Item Maintenance. (Requires additional software and license). PLUM is used to synchronize pricing, ingredient, nutrition, and other label information with your scales.



Opens Power Edit. Used to edit groups of products by user-configurable criteria. (Refer to **Power Edit** in the Products section)



Opens the **Product Settings** form. This enables the user to select criteria for the "Show/Hide Product List" such as number of products viewed in the grid. This also controls the "Automatic Update of Products with same Item Code", and price limitation to prevent data entry errors.



Activates the context-sensitive help.

Product Maintenance (continued)

Product Pricing Methods

IT Retail supports 2 categories of pricing:

- Regular Pricing – Always in effect unless Special Pricing is effect as defined by Special Pricing Effective and Expiration Dates.
- Special Pricing – overrides Regular Price if current date is within the special pricing effective and expiration dates inclusive. The Special Pricing is displayed when products are entered on Ads through Product Batches Maintenance. Special Pricing may also be entered directly into the Product Maintenance form.

Within each category of Pricing (Regular and Special) - IT Retail supports 5 different Price Types: (1) Unit, (2) Split (3) Group Threshold (4) Group Adjusted (5) Limited

Pricing Methods:**1. Unit Pricing**

This is the normal – most usual pricing in the supermarket – for example: \$1.99

In the Unit Price fields, enter the cost in the Cost field and the unit price in the Price field.

Example:

Normal

Pricing Method Unit-Pricing

Unit Price

Cost Price ...

Group/Deal Price

Qty Price

Target Margin

Gross Margin

Product Group

Welcome to Total Foods		
Your "Total" Grocery Solution		
Strawberry Jam	1.99	F
Strawberry Jam	1.99	F
Strawberry Jam	1.99	F
Strawberry Jam	1.99	F
Strawberry Jam	1.99	F
TAX	0.00	TOTAL 9.95

2. Split Package Pricing

Products are bundled together. **For example:** 3 for \$1.00 = .34 + .34 + .32. If the customer buys more than the 3 for \$1.00 the sequence will start over at .34 + .34 + .32.

For this example enter as follows: Enter the cost in the Cost field. In the Group/Deal Price field, enter 3 in the Qty, and \$1.00 in the price field.

Example:

Normal

Pricing Method Split-Package

Unit Price

Cost Price ...

Group/Deal Price

Qty Price

Target Margin

Gross Margin

Product Group

Welcome to Total Foods		
Your "Total" Grocery Solution		
Mini Pecan Pie	0.34	F
1 @ 3/1.00		
Mini Pecan Pie	0.34	F
1 @ 3/1.00		
Mini Pecan Pie	0.32	F
1 @ 3/1.00		
TAX	0.00	TOTAL 1.00

Product Maintenance (continued)

Product Pricing Methods (continued)

3. Group Threshold:

The unit price is paid until the specified quantity is reached, which will then adjust the qualifying items price to reflect the Group Price. **For example:** Normal price: \$0.89, buy 2 get 1 free for a total of \$1.78. The customer must purchase the specified quantity to get the deal, which is reflected when the final item in the deal is scanned. If the customer buys more than the deal, the sequence will start over. **For this example enter as follows:** In the Unit Price fields, enter the normal cost and unit price: \$0.89. In the Group/Deal Price fields, enter 3 in the Qty, and the total price of 2 of the items in the price field: \$1.78. The price you enter is the total deal price.

- Unit Price – price the first or more items scans at.
- Qty – qualifying quantity of items for the special group price.
- Group / Deal Price – when the customer buys the qualifying quantity of items (Qty) then the qualifying item's price is adjusted to reflect the Group Price.

Example:

Normal

Pricing Method Group-Threshold

Unit Price

Cost Price ...

Group/Deal Price

Qty Price

Target Margin

Gross Margin

Product Group

Welcome to Total Foods			
Your "Total" Grocery Solution			
Crusty Wheat Rolls	0.89	F	
Crusty Wheat Rolls	0.89	F	
Group Discount Included			
Crusty Wheat Rolls	0.00	F	
\$0.00 Disc			
TAX	0.00	TOTAL	1.78

Product Maintenance (continued)

Product Pricing Methods (continued)

4. Group Adjusted

The unit price is paid until the specified quantity is reached, then the group deal price is applied to all previous and subsequent items entered. **For example:** Normal Price: \$.25. Group/Adjusted: 5 for \$1.00. The item will scan at the regular price until the 5th item is scanned, with the adjustment made on the final item. The customer will continue to get the deal after the 5th item. (in this example .20 each).

For this example enter as follows: In the Unit Price fields, enter the normal cost and unit price \$0.25. In the Group/Deal Price fields, enter 5 in the Qty, and .20 in the price field.

- Unit Price – price the first or more items scans at.
- Qty – qualifying quantity of items for the special group price.
- Group / Deal Price – when purchases reach the qualifying quantity of items (Qty) then the item's price is adjusted to reflect the Group Price. All subsequent items will ring at this price.

Example:

Normal

Pricing Method Group-Adjusted

Unit Price

Cost Price ...

Group/Deal Price

Qty Price

Target Margin

Gross Margin

Product Group

Welcome to Total Foods		
Your "Total" Grocery Solution		
Tomatoes	0.25	F
Tomatoes	0.25	F
Tomatoes	0.25	F
Tomatoes	0.25	F
Volume Discount Included below		
Tomatoes	0.00	F
\$0.00 Disc		
TAX	0.00	TOTAL 1.00

Product Maintenance (continued)

Product Pricing Methods (continued)

5. Limited (Limited Quantity Discount Pricing)

The first items are purchased at a limited (usually discounted) price, then all subsequent items are sold at the regular price. **For example:** the first 4 items at \$0.25 each, all subsequent items at the normal price of \$0.29 each.

For this example enter as follows: In the Unit Price fields, enter the normal cost and unit price \$0.29. In the Group/Deal fields enter 4 in the Qty, and .25 in the price field.

- Unit Price – Regular Price post limited discount
- Qty – number of units to be sold at “limited” price
- Group / Deal Price – limited quantity unit price.

Example:

Normal

Pricing Method Limited-Pricing

Unit Price

Cost \$0.130 Price \$0.29 ...

Group/Deal Price

Qty 4 Price \$0.25

Target Margin 0.00%

Gross Margin 51.85%

Product Group

Welcome to Total Foods			
Your "Total" Grocery Solution			
Lime Gelatin	0.25	F	
Lime Gelatin	0.25	F	
Lime Gelatin	0.25	F	
Lime Gelatin	0.25	F	
Limit of Reduced Price Items Exceeded			
Lime Gelatin	0.29	F	
1 @ .29			
TAX	0.00	TOTAL	1.29

Product Maintenance (continued)

Product Grouping Updates

Updates made to one product can automatically be propagated to a group of products with pricing product groups and item codes.

Pricing Product Groups

When a product is assigned to a pricing product group, any change made to one of the products in the group can be propagated to all products in the group. The system will confirm if all products in the pricing product group should be updated. The following fields will be updated for all products in the pricing product group:

- **Pricing Data:** Normal Pricing Method, Unit Cost, Unit Price, Normal Group/Deal Qty and Price, Target Margin, Case Cost, Special Pricing Method, Special Unit Cost, Special Unit Price, Special Group/Deal Qty and Price.

Note: Unit cost and case cost will only be updated for the Primary Vendor.

- **Pricing Levels:** Pricing Level, Price, Start, and End.


Item Code

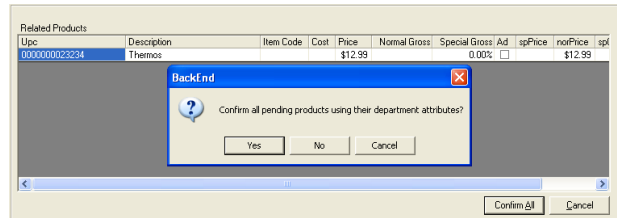
If the **Automatically Update All Products with Same Item Code** flag is checked in the **Product Settings** function (refer to the topic later in this section), the system will confirm if all products belonging to the same item code should be updated (if an item code is assigned to the product). The following fields will be updated for all products having the same item code:

- **Static Data:** Dept., Section, Primary Vendor
- **Pricing Data:** Normal Pricing Method, Unit Cost, Unit Price, Normal Group/Deal Qty and Price, Target Margin, Case Cost, Special Pricing Method, Special Unit Cost, Special Unit Price, Special Group/Deal Qty and Price. **Note:** unit cost and case cost will only be updated for the Primary Vendor.
- **Misc.:** Pack, Unit of Measure, Scaled, UPC Link, and Mix Match.
- **Attributes:** Foodstamp, DSD, Wicable, Ad, Enforce Qty. Effective Schedule, Tax Plan A thru D, Discount Category A and B, Line Item Discount, Max Discount.
- **Pricing Levels:** Pricing Level, Price, Start, End.

Product Maintenance (continued)

Pending Products

Products added through the Checkstand are assigned a “pending” status. These products can be sold through the checkstand but contain only minimal information. To view all pending products, click **Get**  button. A list of pending products will be displayed at the bottom of the **Product Maintenance** form. Click the **Get** button again to restore the list back to normal. To update pending products complete one of the following: (a) Select each pending product from the list and update/save the product information. (b) Click the **Confirm All** button located at the bottom of the form to accept all the pending products. This will change the pending status of all products listed to active. This is a quick way to update the pending products. A confirmation message will be displayed.

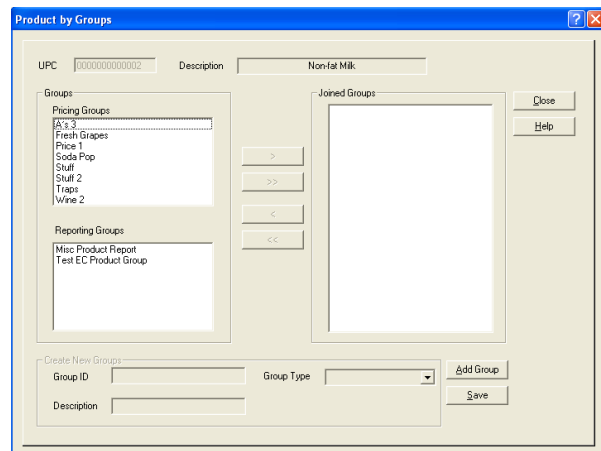


Note: Department attributes (For example, tax status) are assigned to all pending products. Click “Yes” to accept all pending products and change their status to active.

Note: If the Required Vendor flag is set to “True” through the **System Information** function, the **Confirm All** button will not be available for use and each product will need to be confirmed individually, so that the vendor can be added at this time.

Product Groups

The **Product Groups** form is used to add the current product to an existing Pricing Group or to one or more existing Reporting Groups. Available product groups are displayed on the left side of the form. Product groups to which the product is already assigned are listed under the **Joined Groups** section. In the **Joined Groups** section, a “P” precedes the pricing product group. Select a group and click the Arrow key (>) to assign the product to the selected group. Click on the >> to assign the product to all reporting groups. To remove the product from a group, click on the group in the **Joined Groups** list and click on the reverse arrow (<) or click on the double reverse arrow to remove the product from all groups.



Click **Add Group** button and the form expands allowing user to add a new group to the system.

Product Groups (continued)


Note: A product can belong to one pricing product group and many reporting product groups. Refer to the **Product Grouping Updates** topic earlier in this section for more information on the use of pricing product groups.

Table 23.2 contains a description of each field contained in the **Products by Group** form.

PRODUCTS BY GROUP - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
UPC	Current item's UPC.
Description	Current item's description.
Pricing Groups	Lists all available pricing groups.
Reporting Group	Lists all available reporting groups.
Joined Group	List of pricing group and reporting groups, the current product is joined to.
Add Group:	
Group ID	Group ID for the product group.
Description	Enter the group description; it may be the same as the Group ID.
Group Type	Select the type: Reporting or Price Group from the drop down menu.

Table 23.2

Product Pricing Levels

Click **Pricing Levels** button  from the toolbar to access the **Product Pricing Levels** form. This form is used to set up different pricing levels available to customers. Pricing levels provide flexibility in assigning various levels of unit pricing arrangements to a product. Up to 10 different pricing levels can be entered for a product. A pricing level is then assigned to a customer and when the customer ID is entered at the check stand the pricing level will be applied to the order. A start and end date must be entered for the pricing level. The pricing will only be applied if it is currently in effect.

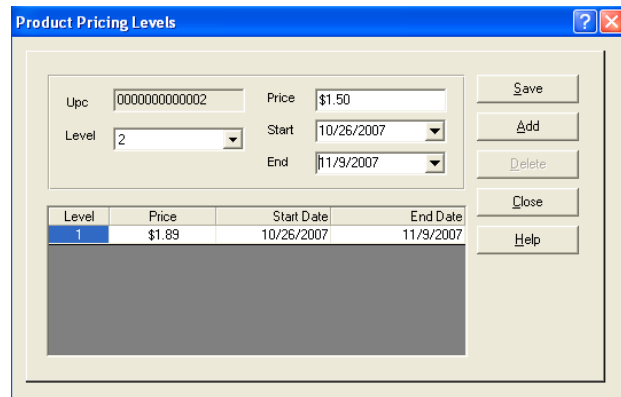




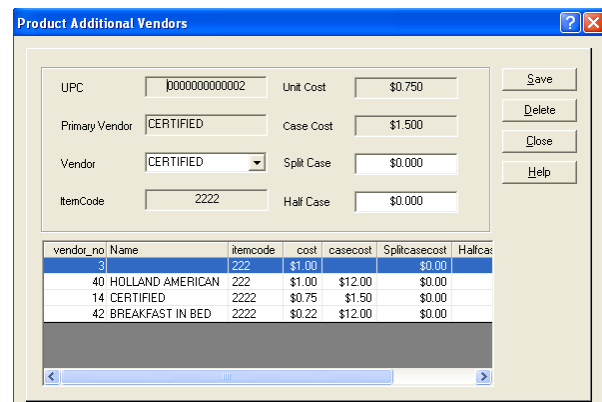
Table 23.3 contains a description of each field contained in the **Pricing Levels** form.

PRICING LEVELS – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
UPC	Current item's UPC.
Level	Pricing level number. Select from 1 to 10 by clicking on the drop down menu button.
Price	Unit price for this pricing level.
Start	Start date for this pricing level.
End	End date for this pricing level.

Table 23.3

Product Additional Vendors

Click **Additional Vendors** button  on the toolbar to access **Product Additional Vendors** form. This form displays the current product's primary vendor, unit cost and case cost coming from the **Product Maintenance** form. This form is also used to assign additional vendors to the product. Separate item code and cost information can be entered for each additional vendor. When a secondary vendor is selected, the form displays the **Cost Calculator**  button next to the unit cost field providing access to it.




Product Additional Vendors (continued)

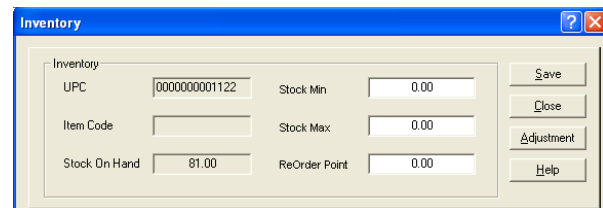
Table 23.4 contains a description of each field contained in the **Additional Vendors** form.


ADDITIONAL VENDORS - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
UPC	Displays the current item's UPC.
Primary Vendor	Displays the current item's primary vendor.
Vendor	Defaults to the primary vendor, but additional vendors can be selected or set up by using the drop down menu.
Unit Cost	Defaults to the primary vendor's unit cost the field being grayed out; but when other vendor is selected, the user is able to enter the selected vendor's unit cost or may enter the cost through the cost calculator form.
Case Cost	Displays the case cost of the current item for the selected vendor.
Split Cost	Displays the cost for a split cost of the current item for the selected vendor.
Half Cost	Displays the cost for a half case of the current item for the selected vendor.
Vendors list (Grid)	Lists all the set up supplier of the current items, listing attributes for each different vendors in the columns.

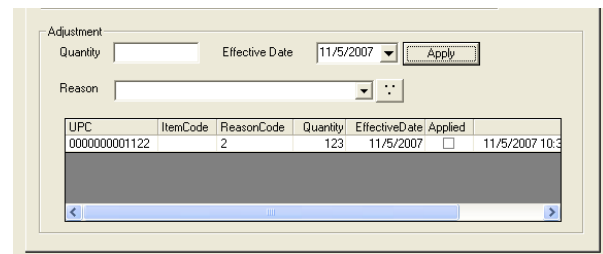
Table 23.4

Product Inventory

Click **Inventory** button  from the toolbar to access the **Inventory** form. This form maintains inventory data for the product. The **UPC**, **Item Code** and **Stock on Hand** fields are displayed from the **Product Maintenance** form. The only fields that can be changed from this form are the **Stock min**, **Stock Max**, and **Re-Order Point**.




Click  to process the adjustments for stocks on hand at which time the lower portion of the form appears. The fields on this form are defined as follows: Quantity entered can be positive (increases the stock on hand) and negative (decreases the stock on hand). Effective date defaults to today's date. This date is used by the inventory analysis function. Reason allows for a selection of a reason for adjustments. Click **Apply** to save the adjustment data entered.

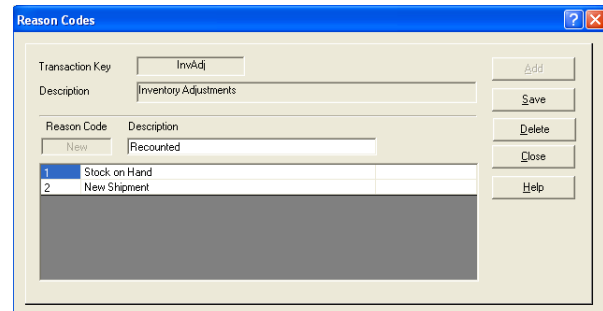


UPC	ItemCode	ReasonCode	Quantity	EffectiveDate	Applied
000000001122		2	123	11/5/2007	<input type="checkbox"/> 11/5/2007 10:3

Note: Once an adjustment is applied, it cannot be modified. An offsetting entry can be made to affect the stock on hand.

Note: The grid displays a history of the adjustments previously entered for the product.

Reason codes for adjustments can be added or edited by clicking the **ellipse** button  next to the reason field. Click **Add** to add a new reason code. The reason code will automatically be assigned.



Reason Code	Description
1	Stock on Hand
2	New Shipment


Product Inventory (continued)

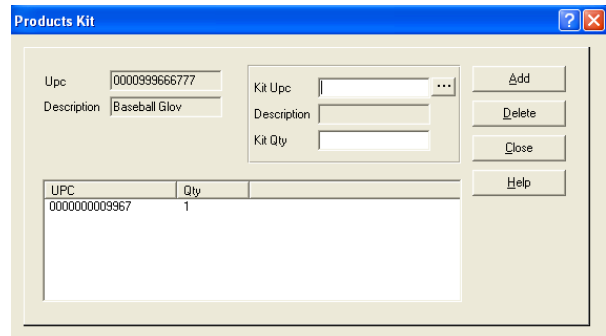
Table 23.5 contains a description of each field contained in the **Product Inventory** form.

PRODUCT INVENTORY - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
UPC	Current item's UPC.
Item Code	Current item's item code assigned.
Stock on Hand	Displays the quantity on hand with adjustments being considered.
Stock Min	Displays minimum quantity to have on-hand.
Stock Max	Displays maximum quantity to have on-hand.
Reorder Point	Displays threshold used for re-ordering.
Adjustment	
Quantity	Enter the correct quantity needed to adjust the stock-on-hand of the current item.
Reason	Enter the desired reason code number selected from the drop-down menu.
Effective Date	Defaults to current date, but user can select an earlier date.
Adjustment Grid	Displays all the adjustments created for the current item with all the data related to each adjustment.
Reason Codes	
Transaction Key	Inventory Adj.
Description	Inventory Adjustments.
Reason Code	Lists the set up and available reason code numbers.
Description	Lists the set up and available reasons for an adjustment.

Table 23.5

Product Kits

Click **Product Kits** button  from the toolbar to access the **Product Kit** form. Product kitting allows assignment of multiple products to make up a product kit. The UPC entered on the main product form is the main UPC and identifies the kit. This UPC will be sold at the Checkstand. When a product kit is sold, the product movement and inventory for the main UPC as well as all UPCs assigned to the kit through the **kit item** tab will be updated. The quantity entered for each UPC will be used when updating product movement and inventory. Use the **Add** button to add additional UPCs to the kit. Use the **Delete** button to remove UPCs from the kit.



Note: When a product kit is sold, the product movement and stock on hand for each product in the kit will be updated as well as the movement and stock on hand for the product kit UPC itself.


Table 23.6 contains a description of each field contained in the **Product Kits** form.

PRODUCT KITS - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
UPC	Displays the assigned UPC or PLU to a kit.
Description	Displays the kit description.
Kit UPC	Type the item to be included in the Kit in terms of Kit.
Description	Displays the description of the selected UPC included in the Kit.
Kit Qty	Type the UPC included in the kit in terms of quantity.
Product List	Lists all UPCs and the quantity of every item included in the Kit.

Table 23.6

Product Maintenance (continued)

Export Labels

Click the **Export Labels**  button from the toolbar to access the **Export Labels** function. Data can be exported for products in an entire department, section or other (For example, product group). By not selecting any criteria, all products with the Label field ☒ will be selected. Data for each product will be written to a text file (ProductLabels.txt). Data in this file can then be imported into a label program that supports importing of data.





Table 23.8 contains a description of each field contained in the **Export Labels** form.

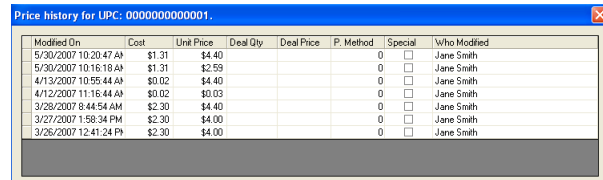
EXPORT LABELS - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Department	List of departments for selection.
Section	List of sections for selection.
Other	List of other types of selection (For example, product groups).

Table 23.8

Product Maintenance (continued)

Price History

Click the **Price History**  button from the toolbar in the **Product Maintenance** form to view the **Price History** form. This form will display a history of price changes made to the product selected. The data is sorted so that the most recent price change appears first. A price history entry is made each time a price change is made to a product.



Modified On	Cost	Unit Price	Deal Qty	Deal Price	P. Method	Special	Who Modified
5/30/2007 10:20:47 AM	\$1.31	\$4.40			0	<input type="checkbox"/>	Jane Smith
5/30/2007 10:16:18 AM	\$1.31	\$2.59			0	<input type="checkbox"/>	Jane Smith
4/13/2007 10:55:44 AM	\$0.02	\$4.40			0	<input type="checkbox"/>	Jane Smith
4/12/2007 11:16:44 AM	\$0.02	\$0.03			0	<input type="checkbox"/>	Jane Smith
3/28/2007 8:44:54 AM	\$2.30	\$4.40			0	<input type="checkbox"/>	Jane Smith
3/27/2007 1:58:34 PM	\$2.30	\$4.00			0	<input type="checkbox"/>	Jane Smith
3/26/2007 12:41:24 PM	\$2.30	\$4.00			0	<input type="checkbox"/>	Jane Smith

Table 23.9 contains a description of each field contained in the **Price History** form.

PRICE HISTORY - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Modified On	Displays the modified date and time.
Cost	Displays cost of the product for that modified date and time.
Unit Price	Displays price of the product for that modified date and time.
Deal Qty	Displays the quantity available at the price.
Deal Price	Displays the group price for that product.
P. Method	Displays the pricing method.
Special	Flag to indicate if the price is a special price (Yes) or a normal price (No).
Who Modified	Displays the number corresponding to the employee that modified this product.

Table 23.9

Coupons Triggered

Select **Coupons** button  from the toolbar to access the **Coupons Triggered** form. This form displays a list of electronic coupons that the product is assigned to. The coupons listed all contain the UPC as the trigger criteria for the coupon.



CouponID	Description	Coupon Lin	Start	End	Priority	Pricing	Amount	Type
235	PS Broccoli		10/30/2		1	0	(\$0.50)	PC


Table 23.10 contains a description of each field contained in the **Product Coupons** form.

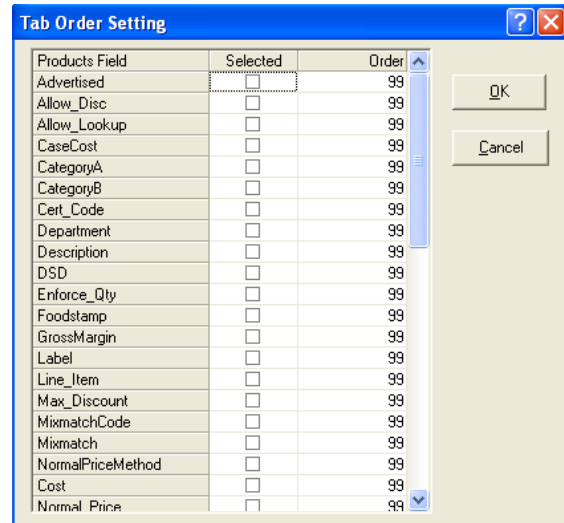
PRODUCT COUPONS - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Coupon ID	Coupon ID of the electronic coupon.
Description	Displays coupon description.
Coupon Link	Coupon Link assigned to the coupon.
Start	Start date of the coupon.
End	End date of the coupon.
Priority	Priority of the coupons.
Pricing	Pricing methods of the coupon – 0 = Price Reduction; 1 = Specified Price; 2 = % Reduction; 3 = Generate Coupon.
Amount	Amount applied to product sale when coupon takes effect.
Type	Customer type coupon applies to: RG = Linked Coupon; PC = Preferred Customer; TG = Target Customer.

Table 23.10

Product Maintenance (continued)


Tab Ordering

Select **Tab Ordering** button  from the toolbar to access the **Tab Order Setting** form. This form lists all the fields contained in the **Product Maintenance** form. Put a check in the fields in the order you would like the cursor/focus to move when tab or enter is pressed. Press O.K. after making your selection or press cancel to exit the form.



Products Field	Selected	Order
Advertised	<input type="checkbox"/>	99
Allow_Disc	<input type="checkbox"/>	99
Allow_Lookup	<input type="checkbox"/>	99
CaseCost	<input type="checkbox"/>	99
CategoryA	<input type="checkbox"/>	99
CategoryB	<input type="checkbox"/>	99
Cert_Code	<input type="checkbox"/>	99
Department	<input type="checkbox"/>	99
Description	<input type="checkbox"/>	99
DSD	<input type="checkbox"/>	99
Enforce_Qty	<input type="checkbox"/>	99
Foodstamp	<input type="checkbox"/>	99
GrossMargin	<input type="checkbox"/>	99
Label	<input type="checkbox"/>	99
Line_Item	<input type="checkbox"/>	99
Max_Discount	<input type="checkbox"/>	99
MismatchCode	<input type="checkbox"/>	99
Mismatch	<input type="checkbox"/>	99
NormalPriceMethod	<input type="checkbox"/>	99
Cost	<input type="checkbox"/>	99
Normal Price	<input type="checkbox"/>	99

Product Settings

Click the **Settings** button  from the toolbar of the **Product Maintenance** form to access the **Product Settings** form. The parameters entered on the form controls the data displayed on the grid of the product maintenance form. Control of automatic updates for products with the same item code is controlled through this form as well.

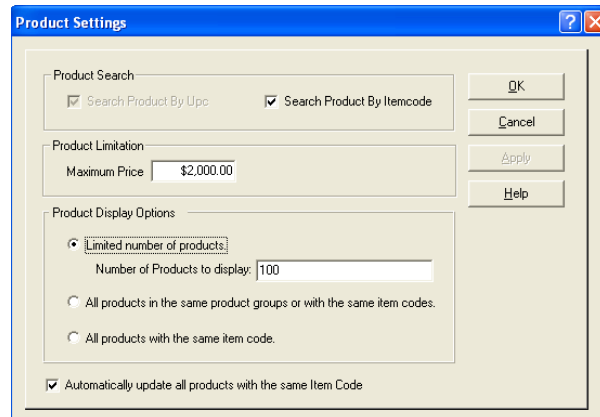


Table 23.11 contains a description of each field contained in the **Product Settings** form.

PRODUCT SETTINGS - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Search Product by UPC	This is the Default setting and cannot be un-checked.
Search Product by Item Code	Flag to enable the system to search by Item Code. When the user enters the item code in Product Maintenance, the system will search for the item and populate the fields.
Product Limitation (Maximum Price)	Enter the maximum price of products. An error message will appear when a higher amount is entered in the products file.
Limited number of products	Flag to have product form grid display a range of products after the selected UPC
Number of product display	Number of products in range that will be displayed
All products in the same product group or with the same item codes	Display all products which have the same product group or item code assigned as the product being edited
All products with the same item code	Display all products which have the same item code assigned as the product being edited
Automatically update all product with the same Item Code	Flag to allow user to specify if they want products of the same item code to be automatically updated when a product with a matching item code is changed.

Table 23.11

Note: Refer to the **Product Grouping Updates** topic covered earlier in this section for more information on updating products with the same item code.

Product Maintenance (continued)

RETAIL™ Search

The **RETAIL™ Search** form is used to search for a product by Description, UPC, Item Code, Cost, Normal Price, Special Cost, Special Price, Department, Section, Vendor, Pack, Size, DSD, Modified Date, or Current Batch No. This form is displayed when the **Find UPC** button [...] next to the UPC field is clicked. Select search criteria from the **Column** field. Select the Operator, such as Like or = Equal, then type in the Value field (a character or sequence of characters to search for). Click the **Find** button and all the products matching the criteria will be displayed on the form.

The results may be filtered further by entering addition criteria. Flag the Checkbox in the second row, then make further selections. For example, you may want to search for items that have “app” in the description, only in the Produce Department.


Once the product is selected and **OK** is clicked, the product information will be displayed on the **Product Maintenance** form.

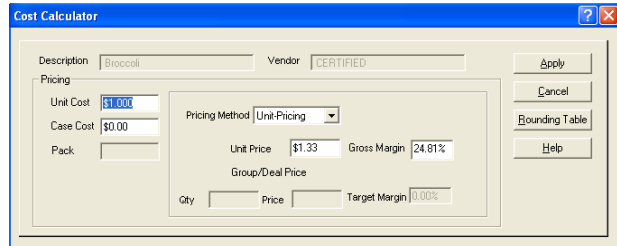
Table 23.12 contains a description of each field contained in the **RETAIL™ Search** form.

RETAIL™ SEARCH – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Column	Select the search criteria from the drop-down
Operator	Select the Operator, such as = Equal or Like. Use Like to enter partial search criteria.
Value	Type in the search criteria, or select from the Ellipsis button when searching by Department, Section, or Vendor.
Find Button	Press Find after selecting all of the search criteria.
Description	The name of the products meeting the criteria.
UPC	UPC of the items
Item Code	The product's item code, if it exists
Size	The size of the item, such as 12 oz.
Vendor	The primary vendor of the item.

Table 23.12

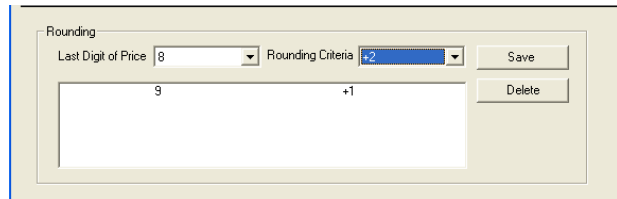
Cost Calculator

The **Cost Calculator** form allows the user to calculate the cost, price, and margin data for a product. The form allows the user to perform “what-if” scenarios by changing data and having the system re-calculate the cost and pricing data. Click **Cancel** to ignore the calculated figures or **Apply** to accept the figures. Click the **RETAIL™ Calculator** button  located next to one of the **Unit Price** fields to access this form.



The **cost calculator** function is also accessible from other functions in the system including the **Enter/Review a Purchase Order**, **Receive an Invoice**, and **Enter Prices for Ad/Batch**. Users must have security access to the **Product Maintenance** function to access the **Cost Calculator** function from other parts of the system.

When the **Rounding Table** button is clicked, the Cost Calculator expands, displaying fields to allow entry of a rounding table. The user selects the last digit of the price (drop down list 0-9) and enters the rounding criteria (drop down list -9 to +9). For example: If the user wants all prices, which end in 4 to be rounded up to, 9 then +5 would be selected as the rounding criteria. To round down to 9, enter -5 as the criteria. Once entered, the rounding criteria are applied to all prices entered in the **Product Maintenance** form.




Product Maintenance (continued)

Table 23.13 contains a description of each field contained in the **Cost Calculator** form.

COST CALCULATOR – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Description	Displays the description of the current product
Vendor	Displays the primary vendor of the product
Unit Cost	Displays the unit cost of the product from or to the Product Maintenance form
Case Cost	Displays the calculated or entered cost on packaged product
Pack	Displays the quantity per pack
Pricing Method	Pricing method of product
Unit Price – Cost	Unit cost
Unit Price - Price	Unit price
Group/Deal Price – Qty	Group deal quantity (if applicable)
Group/Deal Price – Price	Group deal price (if applicable)
Gross Margin	Displays the calculated gross margin (a % to cost) of the product.
Target Margin	Displays the desired margin of the product entered in the product form.
Rounding Table:	
Last Digit Price	Last digit price ends in which will be rounded based on the rounding criteria.
Rounding Criteria	Rounding criteria to be applied to price.

Table 23.13

Product Memo

The **Product Memo** form is used to maintain miscellaneous notes and information about a product. This form is displayed when the memo button  located next to the **Memo** field of the **Product Maintenance** form is clicked. Type the free format text in the **Memo** field; click **OK** to save the memo.

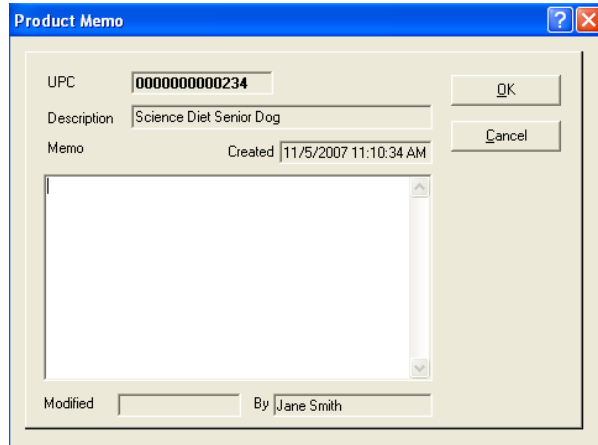



Table 23.14 contains a description of each field contained in the **Product Memo** form.

PRODUCT MEMO - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
UPC	Displays the UPC or PLU number of the product
Description	Displays the description of the product
Created	Date the memo was created
Text Section	Miscellaneous information entered for the product
Modified	Date of last modification
By	Person who last created or modified the information

Table 23.14

Product Maintenance (continued)

Product Miscellaneous

Use the **Product Miscellaneous** form to enter additional descriptions for a product. Click the **Misc.** button  to access the **Product Maintenance** form. This is where the Zero Pricing Details are entered. You must also have "Allow Zero Pricing" flagged in System Information. If the price is "0.00" for the current UPC, these fields will be enabled.

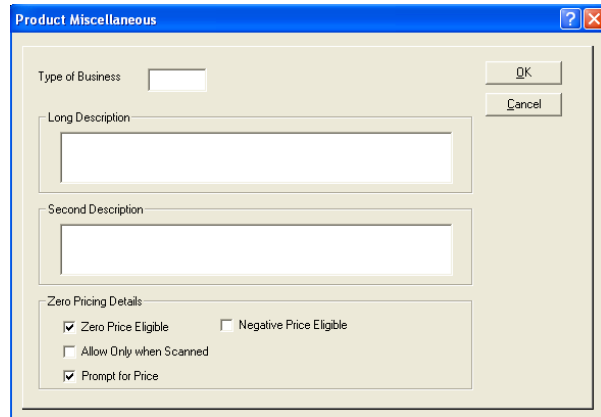



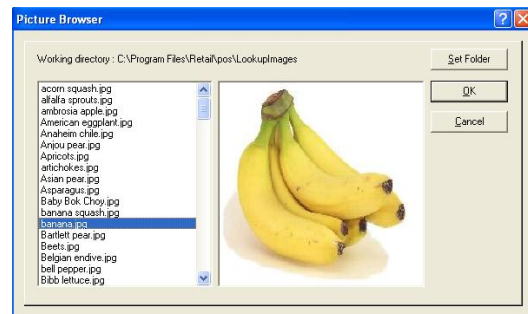
Table 23.15 contains a description of each field contained in the **Product Miscellaneous** form.

PRODUCT MISCELANEOUS - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Long Description	Long description for the product. Up to 120 characters.
Short Description	Secondary description for the product. Up to 40 characters.
Zero Price Eligible	Flag to make this product eligible for zero pricing
Negative Price Eligible	Flag to make this item negative price eligible, for example, pay-outs
Allow only when scanned	Flag to allow zero or negative price only when the product is scanned
Prompt for price	Flag to prompt for price at the Front End, for example, deli sandwiches

Table 23.15

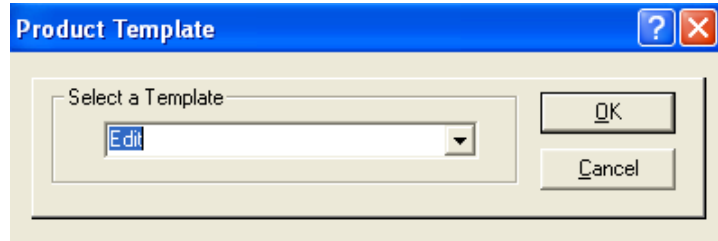
Picture Browser

The **Picture Browser** can be accessed with the help of the **Find Picture** button  located next to the **Picture** field of the **Product Maintenance** form. Browse, select, and associate a picture to the product. The picture will also be available for viewing on the Checkstand when a **Price Verify** function is performed. To set a folder for the pictures (on the Back End), press the Set Folder button. The pictures must also exist on each Front End so that the cashier can view it in Product Lookup.



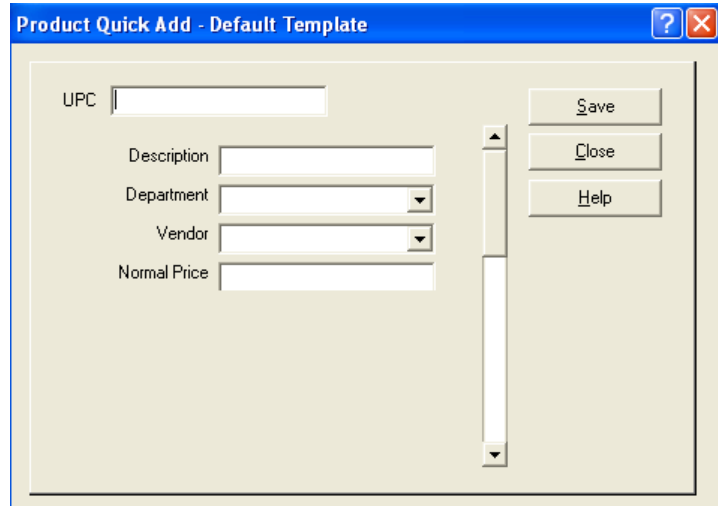
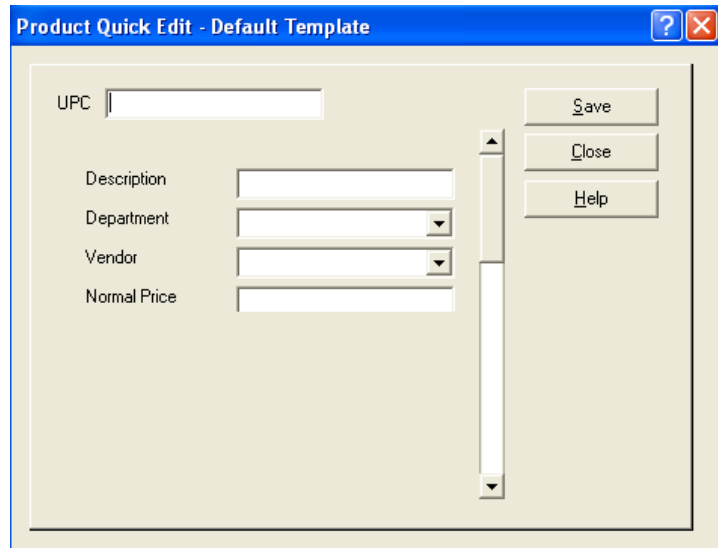
Quick Add/Quick Edit

The **Product Quick Add** and **Quick Edit** are accessed from the **Point of Sale** menu under the **Product** category. When either one is selected, the **Product Template Selection** form displays. The drop down menu lists the **Default Template** and all templates created from the **Administration menu – Templates Maintenance**.

The dialog box is titled "Product Template" with a blue header bar containing a question mark icon and a close button. The main area has a light beige background. It features a label "Select a Template" above a dropdown menu. The dropdown menu is currently open, showing the word "Edit" in blue text. To the right of the dropdown are two buttons: "OK" and "Cancel".

The **Product Quick Add** and **Quick Edit** are user customizable forms that support adding and editing of products. The fields displayed on the form are defined using the **Templates Maintenance** function in the **Administration** menu. If a template is not defined, then default fields are displayed for both quick add and quick edit as depicted on the right.

Templates are user specific and the template selection is based on the user's password. This functionality provides the ability to customize the product data maintenance function to be specific to a user or group of users. The template name will be displayed at the top of the form. The fields available for selection on the template are a subset of the fields on the **Product Maintenance** form.

The form is titled "Product Quick Add - Default Template" with a blue header bar containing a question mark icon and a close button. The main area has a light beige background. It contains several input fields: "UPC" (text box), "Description" (text box), "Department" (dropdown menu), "Vendor" (dropdown menu), and "Normal Price" (text box). To the right of these fields is a vertical scrollbar. On the far right, there are three buttons: "Save", "Close", and "Help".The form is titled "Product Quick Edit - Default Template" with a blue header bar containing a question mark icon and a close button. The main area has a light beige background. It contains several input fields: "UPC" (text box), "Description" (text box), "Department" (dropdown menu), "Vendor" (dropdown menu), and "Normal Price" (text box). To the right of these fields is a vertical scrollbar. On the far right, there are three buttons: "Save", "Close", and "Help".

Product Group Maintenance

The **Product Groups** form is used to group products together for use in applying price changes to a group of products, reporting a group of products and performing analytical functions (For example: show product sales, analyze product categories). The product groups will appear under the **Other** category on the respective forms. This function allows the user to select products for grouping using different criteria. Enter the **Group ID**, **Description**, and **Group Type**. Use a Group ID that best describes the product group for easy reference. Enter the product criteria for the group, for example: **UPC**, **Item Code**, **Manufacturer Code**, or **Product Group**. Or, you can search for products by using the Retail Power Search **Column** and **Operators**. Once the criteria has been entered, one, many, or all of the products displayed can be added to the product group by clicking on the arrow fields located in the center of the form.

Note: A product can only belong to one pricing product group but to many reporting product groups.

Note: A **pricing product group** effects the way pricing updates are completed. When a cost/price change is made to a product belonging to a **pricing product group**, the system will allow the changes to be propagated to all products in the pricing product group.

Table 24.1 contains a description of each field contained in the **Product Groups** form.









PRODUCT GROUPS- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Group type	Designates group type of product group - either Report or Pricing
Group ID	Displays the product group Id assign to the current group, can be Alpha-Numeric
Description	Displays the description for the current group, if not entered defaults to the Group ID
Select Products	
Mfg Code	The first five digits after the leading digit. 0 1234567890 5, Mfg Code would be 12345.
Size	Used along with Mfg Code, or Vendor, etc. to limit the items pulled up by size, for example 12 oz soda.
UPC	Allows for a selection of a UPC or a range of UPCs.
Column	Used to select your search criteria, for example, Description or Section
Operator	Select the operator for your search. Description might be "Like", Department would be "="
Value	Enter or select the value. Press the ellipsis button to retrieve a list of Departments, Sections, or Vendors (if selected in Column). Or enter a partial description such as "app". Press the Find button after you have made your selections.
Product Group	Displays a selection list of product groups that currently exist.
Products	Displays a list of products matching the search criteria selected.
UPC	Displays the UPC or PLU for each product within the selected criteria
Description	Displays the description corresponding to each UPC shown in the grid
Product Group	Displays a list of products that have been selected to be part of the product group.
UPC	Displays the UPC or PLU of each product added to the current product group
Description	Displays the description corresponding to each product within this product group

Table 24.1

Product Group Maintenance (continued)

Toolbar and Form Buttons

The following describes the functions supported by the toolbar and buttons located on the **Product Groups** form.

<u>Button</u>	<u>Description</u>
	Exit the current window.
	Print a Product Group report. (Refer to the Print Product Group Report topic in this section)
	Display the Product Group report on the screen. (Refer to the Print Product Group Report topic in this section).
	Delete a Product Group .
	Enter a memo. Refer to the Product Memo topic in the Product Maintenance section.
	Activates the context-sensitive help.
	Move a selected product from/to the product list and product group list boxes.
	Move all products from/to the product list and product group list boxes.

Product Group Report



The **Product Group Report** function will produce a **Product Group** report listing all products for the selected group. This function is executed when  or  is selected from the **Product Group Maintenance** form.

Table 24.2 contains a description of each field contained in the **Product Group Report**.

Report field	Description	Format	Calculation
Description	Product group description	Text	Price-Cost/Price
UPC	UPC	Text	
Description	Product description	Text	
Normal Cost	Product cost	Currency	
Normal Price	Product price	Currency	
Normal Gross	Gross margin	Percent	Special-Price - Special-Cost/ Special-Price
Special Cost	Special cost for the product	Currency	
Special Price	Special price for the product	Currency	
Special Gross	Special gross margin	Percent	
FS	Foodstamp flag	Yes / No	
Scale	Scale flag	Yes / No	
DSD	DSD flag	Yes / No	
Vendor	Vendor for the product	Number	
Section	Section of the product	Number	
Dept	Department for the product	Number	

Table 24.2

Selection Criteria:

Select from lists of all products for the selected product group on the **Product Groups** form.

Mass Product Changes

The **Mass Product Changes** form is used to complete various types of data changes to a group of products at the same time. Products for a specific department, section, vendor or product group (other) can be selected for update. Once a group of products has been selected, price changes, POS data changes, and product attributes can be immediately applied to the entire selection. Special Price changes can also be scheduled for a later update by creating a product batch from this form. Select the field you'd like to update by moving the mouse pointer over the field name. The mouse pointer will change into a hand indicating that this field is available for updating. Select the field by clicking the field name and the field will change to allow entry of data.

If the **POS Information** tab is selected, the top portion of the form will change as follows:

If the **Attributes** tab is selected, the top portion of the form will change as follows:

If the **Percent** tab is selected, the top portion of the form will change as depicted below:

If the **Zero Pricing** tab is selected, the top portion of the form will change as depicted below:

Note: When completing mass product changes, an entry will be created in the user activity log in order to provide an audit trail of data modified using this function. (Refer to the **User Activity Tracking** topic in the **General Topics** section)

Note: Pricing changes will only update the unit price (normal or special) of a product. If a product is using a pricing method other than the unit price, the group price will not be affected. Prices for products using split price as the pricing method will **NOT** be updated (since a unit price does not exist for these products).

Mass Product Changes (continued)

Table 25.1 contains a description of each field contained in the **Mass Product Changes** form







MASS PRODUCT CHANGES - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Section	Displays a list of sections for selected products.
Vendor	Displays a list of vendors for selected of products.
Others	Displays a list of product groups for selected products.
FORM FIELD	DESCRIPTION
Ad Batches	Displays a list of ad batches for selection of products
On Ad check box	Displays an X if the products are updated as an "ON AD" product. This flag will trigger the Front End system to display a savings line of information ("You Saved") when the product is rung up.
Refer to the field descriptions contained in the Product Changes form in the Product Maintenance section for the following TABS: Pricing, POS Information, and Attributes.	
Percent TAB	
Normal Price	Button to indicate if change is to be made to the normal price of the products
Special Price	Button to indicate if change is to be made to the special price of the products
Discount Unit Price	Button to indicate that the unit price should be discounted by the percentage in the "by" field.
Increase Unit Price	Button to indicate that the unit price should be increased by the percentage in the "by" field.
Discount Cost	Button to indicate that the cost should be discounted by the percentage in the "by" field.
Increase Cost	Button to indicate that the cost should be increased by the percentage in the "by" field.
By	Percentage to use in updating the price or cost.

Table 25.1

Mass Product Changes (continued)

Toolbar

The following describes the functions supported by the toolbar located on the **Mass Product Changes** form.

<u>Button</u>	<u>Description</u>
	Exit the current window.
	Print a Product Mass Changes report. (Refer to the Print Mass Product Changes topic in this section)
	Displays the Product Mass Changes report on the screen. (Refer to the Print Mass Product Changes topic in this section)
	Apply the changes you have entered. This will immediately update the products file to reflect the changes.
	Create a batch to apply special pricing changes later. This button will become available when special pricing changes are entered. (Refer to the Create New Batch and the Product Batches topics contained in the Enter Prices for Ad/Batch section)
	Activates the context-sensitive help.

Print Mass Product Changes



The **Print Mass Product Changes** function will produce a **Mass Product Changes** report listing all products selected for the mass change. This function is executed when  or  is selected from the **Mass Product Changes** form.

Table 25.2 contains a description of each field contained in the **Mass Product Changes** report as well as the database fields used by the report.

Report field	Description	Format	Calculation
UPC	UPC	Text	
Description	Product Description	Text	
Normal Cost	Product Cost	Currency	
Normal Price	Product Price	Currency	

Print Product Mass Changes (continued)

Report field	Description	Format	Calculation
Normal Gross	Gross margin for the product	Percent	Price - Cost / Price
Special Cost	Special cost for the product	Currency	
Special Price	Special price for the product	Currency	
Special Gross	Special gross margin for the product	Percent	Special price - Special Cost / Special Price
FS	Foodstamp flag	Yes / No	
Scaleable	Scale flag	Yes / No	
DSD	DSD flag	Yes / No	
Vendor	Vendor ID # for the product	Number	
Section	Section for the product	Number	
Dept	Department for the product	Number	

Table 25.2

Selection Criteria:

Products selected for update in the **Mass Product Changes** form.

Sort Criteria:

UPC - Ascending.

Analyze Product Categories

The **Analyze Product Categories** form is selected from the **Point Of Sales** menu. This function is used to analyze products for a specific department, section, vendor, or other user-defined categories. Enter the criteria desired and click the button that applies to the criteria entered. Products matching the criteria entered will be displayed in the bottom portion of the form. The program will calculate the cumulated gross margin percentage for all of the items in the category selected and will display the total number of items in the category.

UPC	Description	Item Code	Cost	Price	Margin	SP Margin	Ad	SP Price	SP Cost
000000000007	Coca Cola		\$1.00	\$2.00	50.00%	50.00%	✓	\$2.00	\$1.00
000000000008	Sprite		\$2.00	\$3000.00	99.93%	0.00%	✓		
000000000009	Root Beer		\$1.00	\$2.00	50.00%	50.00%	✓	\$2.00	\$1.00
000000000011	Cheddar Cheese		\$1.20	\$4.00	69.50%	0.00%	✓		
000000000013	Mushroom Soup		\$0.20	\$1.00	77.00%	0.00%	✓		
000000000014	Pesto Sauce		\$1.30	\$2.99	55.51%	0.00%	✓		
000000000015	Cheese Sauce		\$1.20	\$2.99	56.65%	0.00%	✓		
000000000016	Flaming Doritos		\$2.00	\$4.00	50.00%	0.00%	✓		
000000000017	Cool Doritos		\$2.00	\$4.00	50.00%	0.00%	✓		
000000000018	Hot Doritos		\$2.00	\$4.00	50.00%	0.00%	✓		
000000000022	Pompadour		\$0.50	\$1.00	50.00%	0.00%	✓		

Note:

Table 23.1 (in **Product Maintenance** earlier in this section) contains a description of each field contained in the **Analyze Product Categories** form.

Toolbar

See **Product Maintenance** earlier in this section for a description of each of the toolbar functions.

Product Batches Maintenance

The **Product Batches** form is used to batch pricing changes together for selected products. This function is used to support a temporary price reduction, an advertisement special, or a wholesalers pricing change. Three categories of batches are supported: **Normal** (permanent price changes), **Ad** (temporary price changes), and **Pull Shelf Tags** (print price tags for products when the sale is over). The pricing fields updated (normal or special) depend on the category selected (normal or ad respectively). Press “Add New Batch”, then select from the “Batch Type” drop-down.

Upc	Description	Item Code	Cost	Price	Margin	Sp Margin	Quantity	Ad Loss	Normal Cost	Normal Price	Modified Fields From Corporate
000000000142	Purple Grapes		\$0.99	\$1.89	50.00%	47.62%	27.0	\$2.97	\$1.00	\$2.00	
000000000144	Red Grapes		\$0.99	\$1.89	50.00%	47.62%	28.0	\$3.08	\$1.00	\$2.00	
000000000145	Green Grapes		\$0.99	\$1.89	50.00%	47.62%	28.0	\$3.08	\$1.00	\$2.00	

If the **POS information** tab is selected, the top portion of the form will change as follows and the data for the product being entered will be displayed:

Note: POS Information cannot be changed using **ad/batch** function. The only field available for change is the **Mix Match** field. Once the ad has expired, the mix match field will be cleared from the product.

If the **Attributes** tab is selected, the top portion of the form will change and the attributes for the product will be displayed:

Note: Product attributes cannot be changed using the **ad/batch** function. The only field available for change is the **Allow Disc** field. The **Allow Disc** will indicate to the system that discounts will be allowed while the batch is in effect.

If the **Sales** tab is selected, the top portion of the form will change as depicted on the right and sales and movement data for the time period of the batch will be displayed.

Click the **Movement** button  to display the last 13 weeks of movement.


Date	Quantity Sold
11/03/2007	22
10/27/2007	29
10/20/2007	0
10/13/2007	0
10/06/2007	0
09/29/2007	0
09/22/2007	0
09/15/2007	0
09/08/2007	0
09/01/2007	0

Note: Click the **ellipse** button next to the unit price field to generate the sales data.

Enter Prices for Ad/Batch (continued)

Note: If a product belongs to a pricing product group, the system will prompt if all other products belonging to the group should be added to the batch. If the user responds by pressing **OK**, then each product in the product group will be added to the batch with the same pricing changes applied. Refer to the **Product Maintenance** section for more information.

Table 26.1 contains a description of each field contained in the **Product Batches** form.

PRODUCT BATCHES - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
PRODUCT INFO	
Batch ID	Displays the batch Number (it can be alpha numeric).
Starts	Displays the date and time when the current batch starts.
Ends	Display the date and time when the current batch ends.
UPC	Display the UPC or PLU of the product being added to the batch.
Description	Displays the description of the product being added to the batch.
Item Code	Display the wholesaler code of the product being added to the batch.
Depts.	Displays the product's department.
Section	Displays the product's section.
Vendor	Displays the product's vendor.
SPECIAL PRICING	Only applies to an ad batch.
Pricing Method	Select from four pricing methods: 0 = Unit Pricing, 1 = Split Package Pricing. 2 = Group Threshold, 3 = Group Adjusted, 4 = Limited Pricing.
Unit Price - Cost	Special Cost for the product.
Unit Price - Price	Special Price for the product.
Grp/Deal Price - Qty	Quantity for this product to be priced under special group pricing.
Grp/Deal Price - Price	Special group pricing applied to this product.
Print Shelf Label	Flag to indicate if a label needs to be printed for this product.
NORMAL PRICING	Only applies to a Normal Batch.
Pricing Method	Select from four pricing methods: 0 = Unit Pricing, 1 = Split Package Pricing. 2 = Group Threshold, 3 = Group Adjusted, 4 = Limited Pricing.
Unit Price - Cost	Cost for the product.
Unit Price - Price	Price for the product.
Grp/Deal Price - Qty	Quantity for this product to be priced under group pricing.
Grp/Deal Price - Price	Group pricing applied to this product.
Print Shelf Label	Flag to print a label for the product.
POS INFO TAB	
Target	Target gross margin percentage for a product.
Pack/Size	Packaging breakdown if product is packaged with one or more units and the size of the units.
UPC Link	UPC code of a product linked to the product being entered. Provides ability to link two products together for the purposes of pricing.
Mix Match	Use this field to group multiple like products together for pricing purposes. The Mix Match code assigned through the Ad/Batch will be in effect during the Ad/Batch only. Once the batch expires, the Mix Match code will be reset to spaces. This only applies to Ad batches.
Ad Mix Match	Indicates if the Mix Match code was set during for the Ad/Batch. This only applies to Ad batches.
ATTRIBUTES TAB	
FS	Flag to enable or disable purchase of the product with food stamps
Scale	Flag to indicate that the product requires a scale to determine price
DSD	Flag to indicate if the product is delivered directly to the store.
Discount A, B	Flag to indicate if the product is assigned to discount category A and/or category B.
Allow Disc	Flag to indicate if discounts should be applied to the product while the ad is in effect. Only applies to Ad batch.
Tax A, B, C, D	Flags to indicate tax table used with this product.
SALES TAB	
Current Sales	Displays the sales made during the batch's time period.
Previous Sales	Displays the sales made during the time period covered by the amount of time of the batch prior to the start of the batch (That is, if the batch period is one week, then previous week's sales are displayed. If batch period is one month, then previous month's sales are displayed).
Ad Loss	Displays the loss amount for this batch during the ad period.
Product Movement	13 Weeks of product movement displayed when the movement button  is clicked.
Date	Week Ending Date.
Qty Sold	Quantity Sold during the week.

Enter Prices for Ad/Batch (continued)


















PRODUCT BATCHES - FIELD DESCRIPTIONS	
PRODUCT LIST	(Multiple occurrences of the following for an AD BATCH).
UPC	Displays the Product's UPC or PLU.
Description	Displays the Product's Description.
Item Code	Displays the Item Code used by the Wholesaler to identify the product.
Cost	Displays the ad cost for the product.
Ad Price	Displays the ad price for the product.
Margin	Displays the gross margin based on the normal price and normal cost.
Sp Margin	Displays the gross margin based on the special price and special cost.
Qty	Displays the quantity of items sold during the time period of the batch.
Ad Loss	Displays the add loss amount for this product.
PRODUCT LIST	(Multiple occurrences of the following for a NORMAL BATCH).
Normal Cost	Displays the normal cost of the product.
Normal Price	Displays the normal price of the product.

Table 26.1

Enter Prices for Ad/Batch (continued)

Toolbar

The following describes the functions supported by the toolbar located on the **Product Batches** form.

<u>Button</u>	<u>Description</u>
	Exit the current window.
	Print a product batches report. (Refer to the Print Product Batches Report topic in this section)
	Display a product batches report on the screen. (Refer to the Print Product Batches Report topic in this section)
	Save your entries or changes for the current record.
	Delete the selected product in the product batch list.
	Delete the currently displayed batch.
	Add a new Batch or to extend the batch end date. (Refer to Create New Batch topic later in this section)
	Find all the batches containing the selected UPC. (Refer to the Display Batch Numbers topic later in this section)
	Opens the Show Product Movement form. (Refer to Show Product Movement topic contained in the Sales Tab section)
	Calculate the ad loss for the batch.
	Apply the batch to the products file. (Refer to the Apply Batch topic later in this section).
	Print Ad Labels for all products in the current batch. The labels will be displayed on-line prior to printing.
	Export data for all the products in the batch. This data can then be imported into a label program that supports data import. The product data will be exported to a text file (BatchLabels.txt).
	Maintain notes about a product. (Refer to the Product Memo topic in the Product Maintenance section).
	Display other batches that contain the product you are entering/editing.
	Print an ad markdown report for the batch. (Refer to the "Print Ad/Batch Markdown Report" section).
	Activates the context-sensitive help.

Enter Prices for Ad/Batch (continued)

Print Product Batches Report

The **Print Product Batches Report** function will produce a **Product Normal Batch** or a **Product Ad Batch** report listing all products that exist in the selected batch. The layout of these reports is contained in Appendix F.

This function is executed when  or  is selected from the **Product Batches** form.

Table 26.2 contains a description of each field.

Report field	Description	Format	Calculation
Ad Batch			
Start Date	Batch start date	Date/Time	None
End Date	Batch end date	Date/Time	None
Vendor	Product vendor	Number	None
Section	Product section	Number	None
Dept	Product department	Number	None
UPC	UPC	Number	None
Description	Product description	Text	None
Normal Cost	Product cost	Currency	None
Special Cost	Product special cost	Currency	None
Normal Price	Product price	Currency	None
Special Price	Product special price	Currency	None
Price Diff	Difference between normal and special price	Currency	Normal price - special price
Normal Gross	Gross margin	Percent	Price - cost / price
Special Gross	Special gross margin	Percent	Special price-Special-cost/Special-price
Ad Loss	Amount lost due to product being on ad	Currency	Normal price - Special Price * Quantity
Sold	Number sold during ad period	Number	None
Normal Batch			
Vendor	Product vendor	Number	None
Section	Product section	Number	None
Department	Product department	Number	None
UPC	UPC	Text	None
Description	Product description	Text	None
Cost	Product cost	Currency	None
Price	Product price	Currency	None
Normal Gross	Normal gross margin	Currency	None
Qty Sold	Number sold	Number	None
Profit	Profit	Currency	(Quantity * Price) - (Quantity * Cost)

Table 26.2

Selection Criteria:

Records matching the selection time period

Sort Criteria:

Department number - Ascending.


Enter Prices for Ad/Batch (continued)

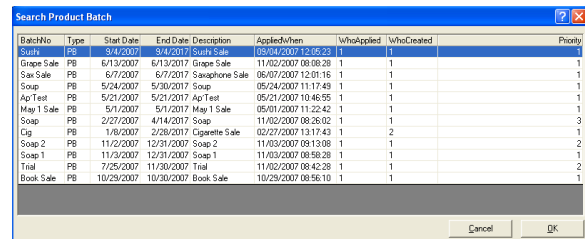
Apply Batch

When the **Apply** button  is selected from the **Product Batches** form, the following updates will occur in the system:

- Create a batch for the ad/batch, if an entry does not already exist (fields included batch #, start and end dates).
If the batch is, a future batch (start date > today) then a scheduled job will run to complete the remaining updates when the batch goes into effect. Otherwise the following updates will occur:
- Update each product in the product file with information from the ad/batch.
- Create an entry into the **Price Changes History** file for each product in the ad/batch.

Search Product Batch

The **Search Product Batch** form lists, all product batches and is displayed when the button  is clicked on the **Product Batches** form. Select the batch from the list and click **OK**. The data for the batch selected will then be displayed on the **Product Batches** form.





BatchNo	Type	Start Date	End Date	Description	AppliedWhen	WhoApplied	WhoCreated	Priority
1	AD	6/1/2007	6/1/2007	Grape Sale	11/02/2007 08:08:28	1	1	1
2	AD	6/1/2007	6/1/2007	Grape Sale	11/02/2007 08:08:28	1	1	1
3	AD	6/1/2007	6/1/2007	Grape Sale	11/02/2007 08:08:28	1	1	1
4	AD	6/1/2007	6/1/2007	Grape Sale	11/02/2007 08:08:28	1	1	1
5	AD	6/1/2007	6/1/2007	Grape Sale	11/02/2007 08:08:28	1	1	1
6	AD	6/1/2007	6/1/2007	Grape Sale	11/02/2007 08:08:28	1	1	1
7	AD	6/1/2007	6/1/2007	Grape Sale	11/02/2007 08:08:28	1	1	1
8	AD	6/1/2007	6/1/2007	Grape Sale	11/02/2007 08:08:28	1	1	1
9	AD	6/1/2007	6/1/2007	Grape Sale	11/02/2007 08:08:28	1	1	1
10	AD	6/1/2007	6/1/2007	Grape Sale	11/02/2007 08:08:28	1	1	1

Table 26.3 contains a description of each field contained in the **Display Batch Numbers** form.

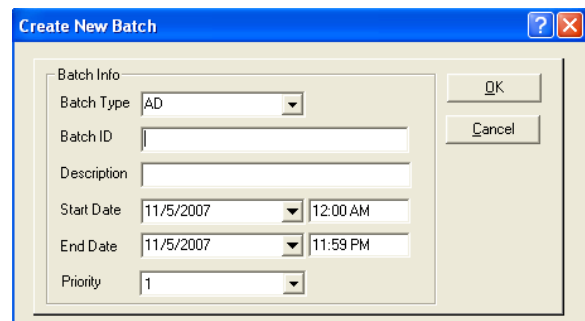
DISPLAY BATCH NUMBERS - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
PRODUCT INFORMATION	
Batch No	Displays the batch number (it can be alpha numeric).
Start date	Displays the date when the current batch starts.
End date	Displays the date when the current batch ends.
Description	Displays the description of the batch (may be Alpha -numeric).

Table 26.3

Create New Batch

The **Create New Batch** form is used to create a new batch or to change the date and time for an existing batch. This form is displayed when the **Add New Batch** button  is clicked on the **Product Batches** form or when the **Create a Batch** button  is clicked from different forms within **RETAIL™**. Select the **Batch Type** from the drop-down: **AD** for temporary price changes; **Normal Price Change** for permanent price changes; or, **Pull Shelf Tags** to print price tags when the ad has expired.

Type the **Batch ID** and the **Start** and **End Dates** and **Times**. An expired ad batch can be re-activated and modified through this form by entering an existing Batch ID and re-entering current start date and new end date.



Enter Prices for Ad/Batch (continued)

Review Related Batches

The **Review Related Batches** function is used to view all the batches that contain the selected **UPC** or **PLU** selected from the **Product Batches** form. This form is displayed when the  button is clicked from the **Product Batches** form.



BatchNo	Description	StartDate	EndDate	Priority	Cost	SpecialPrice1	SpecialPrice	SpecialGroupPrice	entity
Soap 1	Steel Wool	11/3/2007	12/31/2007	1	\$1.000	\$0.00	\$3.00		
Soap 2	Steel Wool	11/2/2007	12/31/2007	2	\$1.000	\$0.00	\$3.50		
Soap	Steel Wool	2/27/2007	4/14/2017	3	\$1.000	\$0.00	\$3.66		

This form can also be accessed from the **Product Maintenance** form.

Table 26.4 contains a description of each field contained in the **Batches Affecting a Product** form.

BATCHES AFFECTING A PRODUCT - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Current Batch	Displays Yes on the batch whose special price is taken up in the Product Maintenance form; otherwise, the field is blank.
Batch No	Displays the Batch ID No
Description	Displays the description of the current product
Start Date	Displays the start date of the ad batch. For normal batch, this field is blank
End Date	Displays the end date of the ad batch. For a normal batch, this field is blank
Priority	Displays the number of priority of the batch
Cost	Displays the cost of the product taken up at the batch period
Price Method	Displays the special price method used by the batch
Special Price	Displays the special price of the product as entered on the batch
Special Group Price	Displays the special group price of the product as entered on the batch
Special Quantity	Displays the group/deal quantity of the product as entered on the batch

Table 26.4

Print Ad/Batch Markdown Report

The function will produce an **Ad/Batch** markdown report for a specific batch. Select from the Report By drop-down: **Batches** will show the ad loss within a specific batch. If an item is in more than one batch, the ad loss for that item may not show up in this report. **UPC** will generate a report showing all UPCs with ad loss in a specific date range. **Total Ad Loss Within Batch** will show the ad loss for each item within the batch, even if the loss was in another batch having higher priority.

The screenshot shows a dialog box titled "Product Markdown Report". It has a "Report By" dropdown menu currently set to "Batches". Below it, the "BatchNo" field is empty. To the right of these fields are "OK" and "Cancel" buttons. A small help icon (?) is in the top right corner of the dialog.

Table 26.5 contains a description of each field contained in the **Ad/Batch** markdown report.

<u>Report field</u>	<u>Description</u>	<u>Format</u>	<u>Calculation</u>
Vendor	Vendor number of the product	Text	None
Section	Section assigned to the product	Text	None
UPC	Product UPC	Text	None
Description	Description of the product	Text	None
Normal Price	Normal price of the product as entered in the Product Maintenance function	Currency	None
Special Price	Special price of the product as entered on the batch	Currency	None
Special Cost	Special cost of the product as entered on the batch	Currency	None
Qty	Quantity sold of the product during the ad batch period	Text	None
Sales	Sales volume of the product during the ad batch period	Currency	None
Cost	Cost of sales for the product	Currency	None
Profit	Profit made on sales during the ad batch period	Currency	Sales-Cost
Markdown	Markdown amount for the product during the ad batch period	Currency	(Normal Price-Special Price) * Quantity Sold

Table 26.5

Selection Criteria:

Batch selected

Sort Criteria:

Department

Batch Priority Management

The **Batch Priority Management** form is used to manage product price change batches that exist in the system. This form will allow the user to immediately activate a particular batch or to set priorities on batches when a product or a group of products have multiple price changes effective during a given time period. The priority one (1) price changes take place during the **Start** and **End** dates. The priority two (2) price changes go into effect once the time period for the priority one pricing has ended. The scenario continues for batches with a priority greater than 2. Select a batch from the list and enter the new priority in the **Priority** field. Click **Activate** to activate the batch immediately (as opposed to letting it take effect as of the start date), and click **Delete** to delete a batch.

Batch No	Description	Start Date	End Date	Priority	Type
Soap 1	Soap 1	11/3/2007	12/31/2007	1	PB
Soap 2	Soap 2	11/2/2007	12/31/2007	2	PB
Book Sale	Book Sale	10/29/2007	10/30/2007	1	PB
Sushi	Sushi Sale	9/4/2007	9/4/2007	1	PB
Trial	Trial	7/25/2007	11/30/2007	2	PB
Grape Sale	Grape Sale	6/13/2007	6/13/2007	1	PB
Sax Sale	Saxophone Sale	6/7/2007	6/7/2007	1	PB
Saxophone Sale	Saxophone Sale	6/7/2007	6/7/2007	1	PB

Table 27.1 contains a description of each field contained in the **Price Management** form.

PRICE MANAGEMENT - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
BATCH INFORMATION	
Description	Displays the current batch description.
Batch	Displays the current batch ID (batch number selected on the batch list portion of the form).
Priority	Displays the priority of the current batch.
Type	Displays the current batch type ("PB" = Product Batch - "PU").
Start Date	Displays the start date when the current batch.
End Date	Displays the date when the current batch ends.
Applied	Displays the date when the current batch was applied.
Who Applied	Displays the name of the person who applied this batch.
Created	Displays the date when the current batch was created.
Who Created	Displays the name of the person who applied the current batch.
BATCH LIST	
BatchNo	Displays the batch ID.
Description	Displays the batch description.
StartDate	Displays the date when the batch starts.
EndDate	Displays the date when the batch ends.
Priority	Displays the priority of the batch.
Type	Displays the batch type - "PB" or "PU".

Table 2 7.1

Processing Specifications:

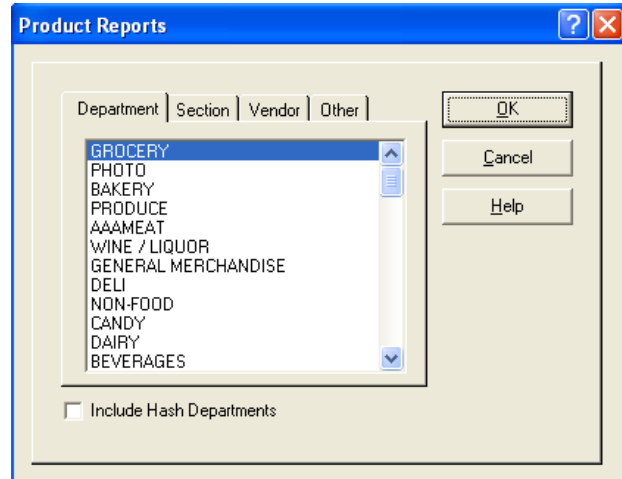
If the **Activate** button is clicked, the system will perform the following steps:

1. Determines the priority of price changes when there is a pricing conflict and store any required pricing changes for later use in a Pending file (which is then processed by the **Store Close routine**)
2. Updates price changes to the **Products** table (if necessary).
3. Appends the old price and cost to the **Price Changes History** file.
4. Updates the batch as applied.

If the **Delete** button is clicked, the system will delete the batch from the system.

Reports

The **Product Reports** form is used to create reports listing product information for a specific selection. The available selections are: **Departments**, **Sections**, **Vendors**, and **Other**, which include **Total Store**, **DSD (Direct Service Delivery)** products or other product categories. Click the desired tab and a list of available selections will be displayed. Click the **Include Hash Departments** field and hash departments (That is, non-sale departments will be available for selection or included in the selection).



Listed below is a description of the reports generated for each selection:

#	Selection	Report File Name	Description
1	Department	RptbyDep.rpt	All active products for the selected department.
2	Section	RptbySec.rpt	All active products for the selected section.
3	Vendor	RptbyVen.rpt	All active products for the selected vendor.
4	Other - DSD	RptbyDsd.rpt	All active products that are flagged as DSD (direct service delivery).
5	Other	RptbyTS.rpt RptbyOT.rpt	All active products within a selected Product Group, or all the existing products in the Products table (Total Store).

Table 2 8.1

Table 28.2 contains a description of each field contained in **the Product reports** as well as the **database** fields used by the reports. The (#) preceding a field is the report number on which the field appears.

Report field	Description	Format	Calculation
(1), (2), (3), (4), (5) Vendor Name	Vendor name	Text	None
Product Group	Product Group	Text	None
The fields below will be included on all reports:			
UPC	UPC	Text	None
Description	Product description	Text	None
Normal Cost	Product cost	Currency	None
Normal Price	Product price	Currency	None
Special Cost	Special cost for the product	Currency	None
Special Price	Special price for the product	Currency	None
Gross Profit	Profit for the product	Percentage	Price- cost/Price
Disc.	Discount category for the product	Number	1 = "A", 2="B"
Effective Schedule	Product schedule assigned to the product	Number	None
Mix Match Code	Product mix match code	Text	None
Dept.	Department for the product	Number	None
Section	Section for the product	Number	None
Tax	Taxable flag	Number	None
Scale	Scale flag	Yes/No	None
FS	Foodstamp flag	Yes/No	None

Table 28.2

Reports (continued)

Selection Criteria:

1. Select all products for the selected department.
2. Select all products for the selected section.
3. Select all products for the selected vendor.
4. Select all products that are flagged as DSD (Direct Store Delivery).
5. Select all products in the selected product group, DSD or all the products (Total Store).

Sort Criteria:

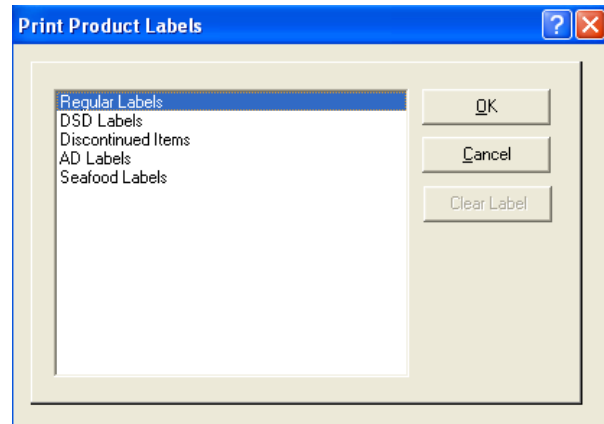
1. This report is sorted by department name.
2. This report is sorted by section name.
3. This report is sorted by vendor name.
4. This report is sorted by DSD vendors' names.
5. This report is sorted by vendor name (Total Store or DSD) or UPC (Product Group).

Print Labels

The **Print Products Label** form is displayed when the label check box is set for a product on the **Product Maintenance** form or when the **Print Labels** function is selected from the **Products** Menu. This form will allow you to select the type of label to be printed for the product being maintained on the **Product Maintenance** form. If you select the **Print Labels** function from the **Products** Menu, it will allow you to select the type of labels you want printed for all the products matching the selected criteria (That is: Regular, DSD, Ad, Seafood, or Discontinued).

Note: Retail™ supports custom label printing through its interface with Bar Tender by Seagull. See the Retail Custom Label Printing Manual for help with this option.

You must have a license to use Print Custom Labels.



The following reports are used to support this function:

#	Selection	Report File Name	Description
1	Regular Labels	ProdClrg.rpt	Regular product label(s)
2	DSD Labels	ProdClDr.rpt	DSD product label(s)
3	Discontinued Items	ProdClDs.rpt	Discontinued product label(s)
4	AD Labels	ProdClDs.rpt	Advertised product Label (s)

Table 2 8.3

Print Mix-Match Report

The **Print Mix Match Report** function will produce a report listing all products that have been assigned a mix match code. The layout of these reports is contained in Appendix F. This function is executed when the **Print Mix Match Report** function is selected from the main menu.

Report field	Description	Format
Mix Match Code	Mix match code assigned to product	Text
UPC	Product UPC	Text
Description	Product Description	Text
Section	Section # assigned to product	Text
Normal Cost	Normal cost entered for the product	Currency

Print Mix-Match Report (continued)

Report field	Description	Format	Calculation
Special Cost	Special cost entered for the product	Currency	None
Special Price	Special Price entered for the product	Currency	None
Normal Margin	Gross margin of normal cost and price	Currency	Cost – Price/Price
Special Margin	Gross margin of special cost and price	Currency	Special Cost – Special Price/Special Price

Table 2 8.4

Selection Criteria:

All products assigned a mix match code

Sort Criteria:

Department/Mix Match/UPC

Print Product Price Changes

The **Print Product Price Changes** function will produce a **Price Changes History** report of all product price changes for a selected date range. A range of UPCs can also be selected by entering a starting and ending UPC.

This function is executed when the **Print Product Price Changes** report option is selected from the main menu.

Report field	Description	Format
UPC	Product UPC	Text
Description	Product Description	Text
Cost	Normal cost entered for the product	Currency
Price	Normal price entered for the product	Currency
Method	Pricing Method entered for the product	Text
Deal Price	Deal price (depends on pricing method)	Currency
Deal Quantity	Deal Quantity (depends on pricing method)	Number
Special	Indicates if price change was a special price change	Checkbox
Date Modified	Date price change was made	Date
Who Modified	Employee # and name of person who made the price change	Text

Table 2 8.5

Selection Criteria:

Selection criteria signify all products having a price change matching the criteria specified.

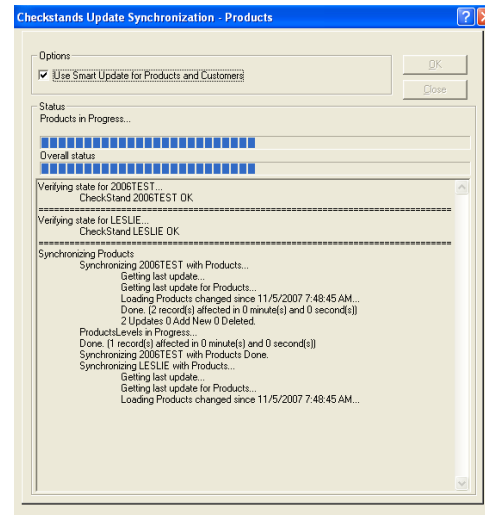
Sort Criteria:

UPC – Date Modified (in descending order)

Synchronize Checkstands with Products

The **Synchronize Checkstands** form is used to update the checkstand databases with the latest products' information. After adding, editing, or deleting products, the checkstand computers should be updated so they have the latest information. When deleting products, this function will physically delete the products from the Back End products database. You may also set up all of the tables to be synchronized at a scheduled time and day from System Information.

Note: The checkstand databases are only used when the Front End checkstands are running in stand-alone mode.



Processing Restrictions:

No restrictions. It can be run at any time.

Processing Specifications:

This function will update all checkstands with product information that has changed since the last update was completed. To update checkstands with all of the products, un-flag the field "Use Smart Update for Products and Customers". Select the checkstands to be updated (usually all) by flagging the check box next to the Checkstand name (by default all checkstands are updated). Click **OK** to start the process.

1. The system connects to all checkstands selected. If an error occurs, the system will prompt you with a message "Cannot connect to some of the checkstands" "Do you still want to continue?"
 - a. If you click **NO** the system will abort this function.
 - b. If you click **YES** then the system will continue this function. However, the checkstands which caused the error will not be updated with the products' information.
 - c. In either case, the system is having a problem connecting to the checkstands and corrective action should be taken. Either there is a network problem in connecting to the checkstand or the checkstand name is incorrect in RETAIL™ (see the **System Information** section under the **Administration Menu** for more information).

Power Edit

Power Edit is a customizable form to support editing of groups of products. This form can be accessed from the main menu under Products, or in Product Maintenance from the toolbar.

From the Point of Sale Icon select the Power Edit task from the Products section of the menu.

1. From the toolbar, press “Select Fields and Sequence”.
2. Select the fields you want to be able to edit. You must select them in the order that you want them to appear on the screen. For example: Description, Price, Disc A and Tax A (UPC is displayed by default). The order number will appear to the right of your selection. This number cannot be edited. To change the order, un-flag the fields and select them in the correct order according to your preferences.
3. After making your selections, press OK.
4. Now, you can select the groups of products to edit.
5. From the Column drop-down, select your first criterion, for example, Section. Then select the Operator, for example = (equals). Next, select the Value, in this case, by pressing the ellipsis button to the right of the field. The list of Sections will be displayed, enabling the user to select the section.

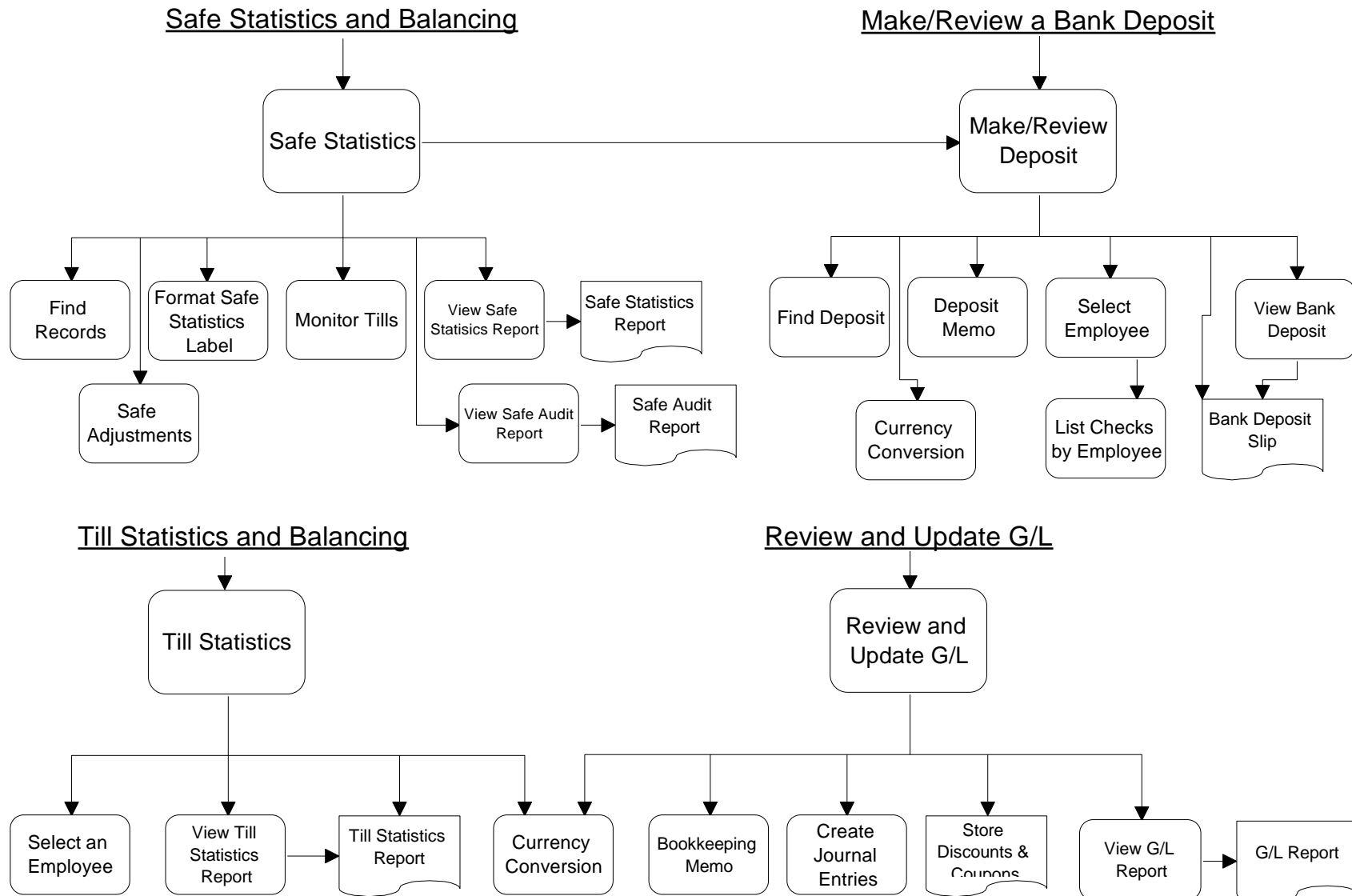
Product Fields	Select Fields	Order
Advertised	Description	1
Allow Disc	Disc A	2
Allow Lookup	Disc B	3
Allow Mismatch	Tax A	4
Allow Only When Scanned	Tax B	5
Coit	Tax C	6
DSD	Tax D	7
End Date	Department	8
End Time		
Enforce Qty		
Foodstamp		
Group Price		
Item Code		
Line Item		
Long Description		
Max Discount		
Mismatch Code		
Negative Price Eligible		

No	Name
44	Baby Food
21	Beef
35	Beer
18	Blackhawk Gift Cards
50	Board Games
40	Bottle Water
19	Bread
30	Butter and Margarine
2	Camera
36	Canned Goods
11	Cheese
22	Chicken
43	Cigarettes
37	Crisps and Snacks

6. To further filter the products to be edited, flag the check box next to the second row and make your selections. For example, select “Normal Price”, then “>” (greater than), then enter the price “2.00”.
7. You may filter the products to be edited further by selecting the third check box. When you are finished with your selections, press the Find Button.
8. The list of the products is displayed in the grid on the bottom half of the form, beginning with the UPC.
9. All of the fields can now be edited. After editing any field, you must tab or click in another field with the cursor to save your changes. The changes are applied immediately.
10. You can print a report of the products you have edited. Press Print or Print Preview in the toolbar.

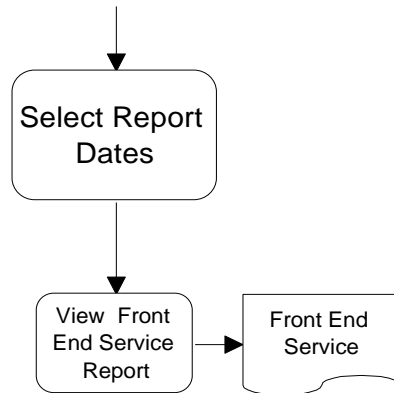
UPC	Description	Disc A	Disc B	Tax A	Tax B	Tax C
00000000000001	Cinnamon Raisin Swirl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00000000000004	Apricots	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00000000000011	Cheddar Cheese	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00000000000014	Pesto Sauce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00000000000016	Flaming Doritos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00000000000017	Cool Doritos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00000000000018	Hot Doritos Red	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
00000000000019	Beef Broth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000000000000101	Cashews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000000000000102	Nuts Gift Basket	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000000000000103	Strawberry Roll-up	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000000000000104	Fruit Jelly Beans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000000000000111	Fruit Gift Basket	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Point of Sales – Registers

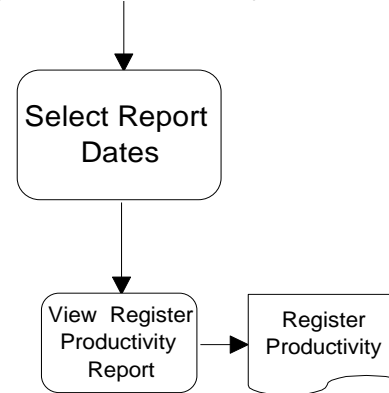


Point of Sales – Registers

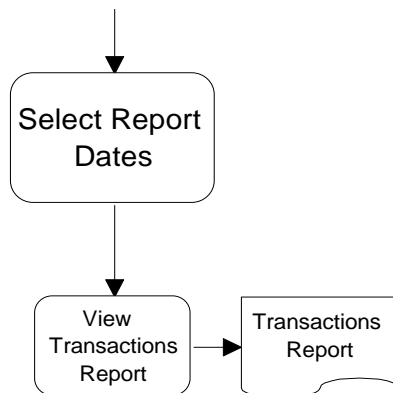
Print Frontend Service Report



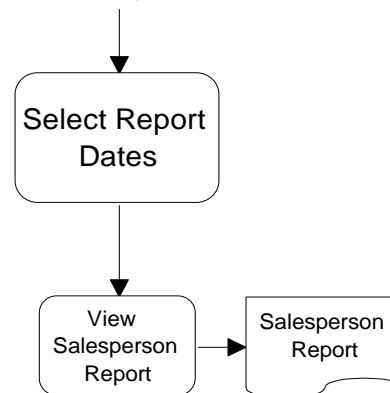
Print Register Productivity Report



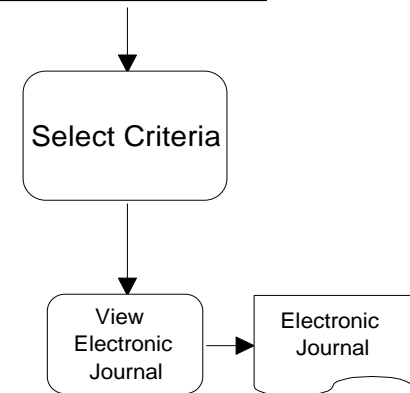
Print Transactions By Reason Report



Print Salesperson Productivity Report



Electronic Journal



Till Statistics and Balancing

The **Till Statistics and Balancing** form displays a cashier's till counts and overall till statistics for a given time period or day. This form is used to reconcile totals between each cashier's till count and the computer totals for the specified date. Till balancing can be done during the day if needed (before a store close is completed – see Note on Get button below) or the following day (after a store close has been completed). The till totals are updated periodically (default is every 10 minutes) for the current day. Each cashier's till statistics is accessible by scrolling through the list of cashier names.

Till Statistics and Balancing

Start Date: 10/30/2007 End Date: 10/30/2007

Cashier: Leslie Henry

Tender Name	Actual	System	O/S
Cash	\$4,593.65	\$4,593.65	\$0.00
Check	\$317.22	\$317.22	\$0.00
Credit Card	\$0.00	\$0.00	\$0.00
Debit Card	\$0.00	\$0.00	\$0.00
Food Stamps	\$1,227.66	\$1,227.66	\$0.00
Coupons	\$44.40	\$44.40	\$0.00
InStore Charges	\$0.00	\$0.00	\$0.00
vVIC	\$18.99	\$18.99	\$0.00
Store Coupons	\$0.00	\$0.00	\$0.00
Elec Foodstamps	\$0.00	\$0.00	\$0.00
Elec Cash	\$0.00	\$0.00	\$0.00
Peso	(\$8.00)	(\$8.00)	\$0.00
Canadian	\$0.00	\$0.00	\$0.00
Totals	\$6,191.42	\$6,191.42	\$0.00

Till Statistics

Gross Sales	\$6,176.42
Avg Order	\$14.78
Customers	418
Items	1,672.00
Items Scanned	1,612.00
% Scanned	96.41%
Rings / Min	81.37
Refunds	\$240.55
Void	\$484.32
Paid Ins	\$0.00
Paid Outs	\$0.00
Recvd On Acct	\$20.00
Over / Shorts	\$0.00
Last Balanced	10/31/2007 8:24:08 AM
Coupons	\$44.40
Coupon Count	26
Dbl Coupons	\$6.00
Dbl Coupon Count	5

Enter the cashier's actual countdown amount into the Actual column for the tender. Any over/shorts will be displayed in the Balance column. The right-hand side of the form contains various statistics for the particular till displayed. Use the scroll bar on the right to scroll through the various statistics. Statistics displayed include gross sales, refund and void amounts, number of customer and items sold, Paid in and Paid Out totals, Received on Account amount, and coupon totals including a count. Double coupon totals are displayed only if the **Track Double Coupons** option has been selected on the **Default** tab of the **System Information** form.

Till Statistics and Balancing


Start Date: 11/5/2007 End Date: 11/5/2007

Cashier: Jane Smith

Tender Name	Actual	System	O/S
Cash	\$0.00	\$45.22	(\$45.22)
Check	\$0.00	\$0.00	\$0.00
Credit Card	\$0.00	\$0.00	\$0.00
Debit Card	\$0.00	\$0.00	\$0.00
Food Stamps	\$0.00	\$0.00	\$0.00
Coupons	\$0.00	\$0.00	\$0.00
InStore Charges	\$0.00	\$0.00	\$0.00
vVIC	\$0.00	\$0.00	\$0.00
Store Coupons	\$0.00	\$0.00	\$0.00
Elec Foodstamps	\$0.00	\$0.00	\$0.00
Elec Cash	\$0.00	\$0.00	\$0.00
Peso	\$0.00	\$0.00	\$0.00
Canadian	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$45.22	(\$45.22)

Till Statistics

Gross Sales	\$45.22
Avg Order	\$22.61
Customers	2
Items	11.00
Items Scanned	11.00
% Scanned	100.00%
Rings / Min	73.80
Refunds	\$0.00
Void	\$0.00
Paid Ins	\$0.00
Paid Outs	\$0.00
Recvd On Acct	\$0.00
Over / Shorts	(\$45.22)
Last Balanced	11/5/2007 1:08:15 PM
Coupons	\$0.00
Coupon Count	0
Dbl Coupons	\$0.00
Dbl Coupon Count	0

Note: Use the Get button  to re-calculate the till totals for the current day (before store close). This will insure that all transactions for the day have been accounted for by the system. This option can be used to re-calculate totals for a start and end period, however this option should be used sparingly and for small time periods, preferably one day.

Note: The Gross Sales amount displayed on this form is calculated using the same calculation as Show Store Sales except that sales tax is added to the total: **Total Sales (including taxes & excluding coupons) – Coupon Multiples (e.g., double coupon amounts) – Discounts (customer, line item & order level) – Electronic Coupons**

Till Statistics and Balancing (continued)









Table 29.1 Contains a description of each field contained in the Till Statistics and Balancing form.

TILL STATISTICS AND BALANCING – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Start Date	Displays start date for balancing period
End Date	Displays end date for balancing period
Cashier	Displays the name of the cashier. Use scroll buttons to scroll through different cashiers
TILL BALANCING	
Tender	Displays all the active tenders (Cash, Check, etc)
Actual	These fields are used to enter the actual countdown amounts for each tender
System	Displays the amount calculated for each tender by the system
O/S	The over or short amounts: the difference between the Actual amount and the System generated amount
Totals	Displays the total amount of each column.
TILL STATISTICS	
Gross Sales	Total amount in sales made by current cashier
Ave. Order	Average order size in dollar amounts
Customers	Number of customers attended by cashier
Items	Number of items sold by cashier
Items Scanned	Numbers of items sold that were scanned. <i>Note: the definition of an item scanned is user configurable via the POS Information function.</i>
% Scanned	Percentage of items scanned to total items
Rings / Min	Average Number of items rang up per minute
Refunds	Amount of total refunds made by cashier
Voids	Amount in voids made by cashier
Paid Ins	Amount received by cashier that are non-sale related, e.g. payment recd for bad check
Paid Outs	Amount paid by cashier that are non-sale related, e.g. payment made for products on consignment
Recvd On Acct	Amount of payments made to customers' charge account
Over / shorts	Total of over/shorts from Till Balancing portion of the form
Last Balanced	Last date and time cashier's records were changed
Coupons	Amount of coupons redeemed by customers
Coupon Count	Number of coupons redeemed by customers
Dbl Coupons	Amount of doubled coupons redeemed by customers. Visible if option to track double coupons is selected via the System Information function (applies to double coupon count as well).
Dbl Coupon Cnt	Number of doubled coupons redeemed by customers.

Table 29.1


Toolbar

The following describes the tool bar displayed on the Till Statistics and Balancing form.

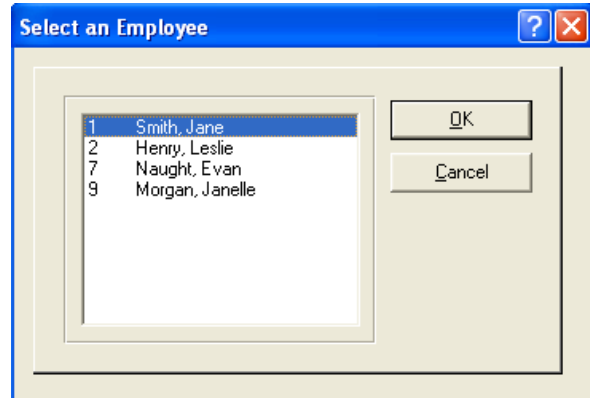
Button	Description
	Exit the current window.
	Print a Till Statistics and Balancing Report. (Refer to the "Till Statistics Report" topic in this section)
	Display the Till Statistics and Balancing Report on the screen. (Refer to the "Till Statistics Report" topic in this section)
	Save your entries or changes for the current record.
	Refresh the till statistics for an employee for the selected time period. (Refer to the "Select an Employee" topic in this section)
	Display the Currency Conversion form to convert amounts between different currencies (Refer to the "Foreign Currencies" topic in the Appendices)
	Preview and print a Till Status report. (Refer to the "Till Status Report" topic in this section)
	Activate the context-sensitive help in this dialogue.

Till Statistics and Balancing (continued)

Select an Employee

The Select an Employee form is used to select an employee for which the till statistics are to be re-calculated for the selected time period. This function can be used to re-calculate the tills for the current day (prior to the store close) or to re-calculate the till statistics for a prior day. This form is displayed when the Get button  is selected.

Note: Any existing data entered for the period will be deleted when this function is used.





The image shows a Windows-style dialog box titled "Select an Employee". It has a blue title bar with a question mark icon and a close button. The main area contains a list box with four entries: "1 Smith, Jane", "2 Henry, Leslie", "7 Naught, Evan", and "9 Morgan, Janelle". The first entry is selected. To the right of the list box are two buttons: "OK" and "Cancel".

Employee ID	Employee Name
1	Smith, Jane
2	Henry, Leslie
7	Naught, Evan
9	Morgan, Janelle

Till Statistics and Balancing (continued)

Till Statistics Report

This function will produce a Till Statistics Report listing all till statistics that currently exist in the system for the selected time period. This function is executed when  or  is selected from the Till Statistics and Balancing form. Table 29.2 contains a description of each field contained in the Till Statistics Report.

REPORT FIELD	DESCRIPTION	FORMAT	CALCULATION
Start Date	Start date for the data	Date/Time	None
End Date	End date for the data	Date/Time	None
Name	Employee name	Text	None
Sales	Total sales	Currency	None
Average Order	Average order size	Currency	None
Customers	No of customers	Number	None
Items	No of items sold	Number	None
% Scanned	Percentage of items scanned to total items	Number	None
Rings/Minute	Average rings per minute	Number	None
Refunds	Amount of refunds	Currency	None
Coupons	Amount of coupons	Currency	None
Coupon Count	No of coupons	Number	None
Voids	Amount of voids	Currency	None
Over/Shorts	Amount of over/shorts	Currency	None
Total - Sales	Totals	Currency	Sum of detail
Total - Average Order	Totals	Number	Simple Average of detail
Total - Customers	Totals	Number	Sum of detail
Total - Items	Totals	Number	Sum of detail
Total - Rings/Min	Totals	Number	Simple Average of detail
Total - Refunds	Totals	Currency	Sum of detail
Total - Coupons	Totals	Currency	Sum of detail
Total - Coupon Count	Totals	Number	Sum of detail
Total - Voids	Totals	Currency	Sum of detail
Total - Over/Shorts	Totals	Currency	Sum of detail

Table 29.2


Selection Criteria:

Select the data for the selected time period on the form.

Sort Criteria

None.

Till Status Report

This function will produce a Till Status Report listing all tender amounts (system and countdown) for each cashier for the selected time period. This function is executed when the Till Status Report button  is selected from the Till Statistics and Balancing form. Table 29.3 contains a description of each field contained in the Till Status Report.

REPORT FIELD	DESCRIPTION	FORMAT	CALCULATION
Employee Name	Name of employee	Text	None
Tender Name	Tender name that totals apply to	Text	None
Count	No of times tender was used for the time period	Text	None
Actual Amount	Actual (countdown) amount entered	Currency	None
System Amount	System (calculated) amount	Currency	None
Balance	Difference between actual & system amounts	Currency	Actual – System

Table 29.3

Selection Criteria:

Data for the selected time period on the form.

Sort Criteria

Employee Name

Safe Statistics and Balancing

The Safe Statistics and Balancing form provides the ability to monitor and audit safe balances, make safe adjustments, make bank deposits, review and balance system deposits and enter daily countdown safe amounts. Under the **Current Safe** tab, current safe amounts for each depositable tender (Deposit attribute for the Tender set to ☒ in the **Tender Maintenance** function) are displayed. These amounts are system generated and based on various data entered in the system. It provides an up-to-date total of the contents of the safe showing an opening balance, all of the transactions for the day and a computed ending balance. Previous day's totals can also be viewed from this form.

	Opening	Adjustments	Pickups	Loans	Reconcile	Deposits	Ending
Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$5,249.55	\$5,249.55	\$0.00
Check	\$0.00	\$0.00	\$0.00	\$0.00	\$317.22	\$317.22	\$0.00
W/C	\$0.00	\$0.00	\$0.00	\$0.00	\$20.99	\$20.99	\$0.00
Pound	\$0.00	\$0.00	\$0.00	\$0.00	(\$2.50)	\$0.00	(\$2.50)
Pick3	\$0.00	\$0.00	\$182.00	\$0.00	\$26.00	\$208.00	\$0.00
Totals	\$0.00	\$0.00	\$182.00	\$0.00	\$5,611.26	\$5,795.76	(\$2.50)

Note: double click on the column heading for the **Adjustments**, **Pickups**, **Loans** and **Deposits** columns to display detailed data for these columns. A security level of 10 is required to view this data.

Note: Each day's safe balance must be saved in order to ensure that subsequent days will be calculated properly. This is **critical** since the ending balance of one day becomes the starting balance of the next day.

System generated bank deposit information is displayed and the actual safe contents can be entered under the **Balance Info** tab. The deposit information is calculated by the system and a variance is displayed if one exists compared to the actual deposits entered. The safe can be counted down and the amounts entered in the Safe Contents portion of this form. A safe audit can then be performed (see Toolbar section) to correct any variances in the safe.

Note: The safe content labels represent a target amount that is to be stored in the safe. The user can configure these labels. Refer to the Toolbar section.

System Generated Deposit	
Total Sales	\$6,737.36
Over/Shorts	\$0.00
- Paid Ins	\$519.02
- Paid Outs	(\$214.06)
Received On Acct	\$20.00
- Electronic Tenders	\$0.00
- Mfr. Coupons	(\$44.40)
- NonDepositables	(\$1,219.66)
Safe Adjustments	\$0.00
System Deposit	\$5,798.26
Actual Deposit	\$5,795.76
Safe Variance	\$2.50

Safe Contents	
Description 1	\$0.00
Description 2	\$0.00
Description 3	\$0.00
Description 4	\$0.00
Description 5	\$0.00
Description 6	\$0.00
Description 7	\$0.00
Description 8	\$0.00
Description 9	\$0.00
Total	\$0.00

Note: The Total Sales amount displayed on this form is calculated using the same calculation as Till Statistics & Balancing: Total Sales (including taxes & excluding coupons) – Coupon Multiples (e.g., double coupon amounts) – Discounts (customer, line item & order level) – Electronic Coupons

Table 30.1 Contains a description of each field contained in the **Safe Statistics and Balancing** form.

SAFE STATISTICS AND BALANCING - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Balancing Date	The date of the balancing transaction
CURRENT SAFE TAB	
Opening	Opening safe balance based on previous day's ending balance.
Adjustments	Adjustments entered for the tender for the day. Refer to the Safe Adjustments topic later in this section.
Pickups	Displays the amount of pickups for the day. Based on Till Statistics.
Loans	Displays the amount of loan-ins for the day. Based on Till Statistics.
Reconcile	Displays the reconciled amount entered in Till Statistics for each cashier for the day.













Safe Statistics and Balancing (continued)

SAFE STATISTICS AND BALANCING - FIELD DESCRIPTIONS (CONTINUED)	
FORM FIELD	DESCRIPTION
Deposits Ending	Displays the deposits made for the day Calculated ending safe balance. <i>Calculation: Opening Balance + Adjustments + Pickups - Loans + Reconcile - Deposits.</i>
Totals	Totals of detail lines.
BALANCE INFO TAB	
System Gen. Deposit	
Total Sales	Sum of sales amounts for the day. Should balance to Till Statistics form.
Over / Shorts	Over/Short variances from the Till Statistics for the day.
Paid Ins	Sum of paid in amounts for the day. Should balance to Till Statistics form
Paid Outs	Sum of paid out amounts for the day. Should balance to Till Statistics form
Received On Acct	Sum of customers' received on accounts payments for the day. Should balance to Till Statistics form
- ATM/ Credit	Sum of all ATM and Credit Card transactions taken at the checkstands for the day.
- Mfr Coupons	Sum of all coupons taken at the checkstands for the day.
- Non Depositable	Total of tenders not flagged as depositable (e.g., In store Charges)
Safe Variance	Displays the difference between the Opening and the Ending Safe Balances
Safe Adjustments	Total safe adjustments entered for the time period.
To be Deposited	Displays the calculated amount to be deposited. <i>Calculation: Total Sales +(-) Over (Shorts)+PdIns-PdOuts+Received on Acct - ATM/Credit - Mfr. Coupons - Non Depositable + Safe Adjustments+(-) Safe Variance</i>
Actual Deposit	Any deposits made for the day (See Make/Review Bank Deposit section)
Variance	Displays the difference between the To be Deposited and Actual Deposit amounts
Safe Contents	Left field is the safe contents label and the right field is the actual countdown amount. The safe contents labels can be configured (see toolbar section)

Table 30.1



Toolbar

The following describes the tool bar displayed on the Till Statistics and Balancing form


Button	Description
	Exit the current window.
	Print a Safe Statistics report. (Refer to the "Safe Statistics Report" topic in this section)
	Display the Safe Statistics report on the screen. (Refer to the "Safe Statistics Report" topic in this section)
	Save your entries or changes for the current record.
	Create or edit a Bank deposit. (Refer to the "Make a Bank Deposit" topic in this section)
	Display the Monitor Tills form. (Refer to "Monitor Tills" topic in the Administration section)
	Find records for a particular date. (Refer to "Find Records" topic in this section)
	Change the safe statistics labels displayed under the Balance Info tab. (Refer to "Format Safe Statistics Label" topic in this section)
	Perform a safe audit. This will allow entry of opening balance totals to reset the balances.
	Display the Safe Audit Report. (Refer to "Safe Audit Report" topic in this section)
	Make safe adjustments. (Refer to "Safe Adjustments" topic in this section)
	Activate the context-sensitive help in this dialogue.

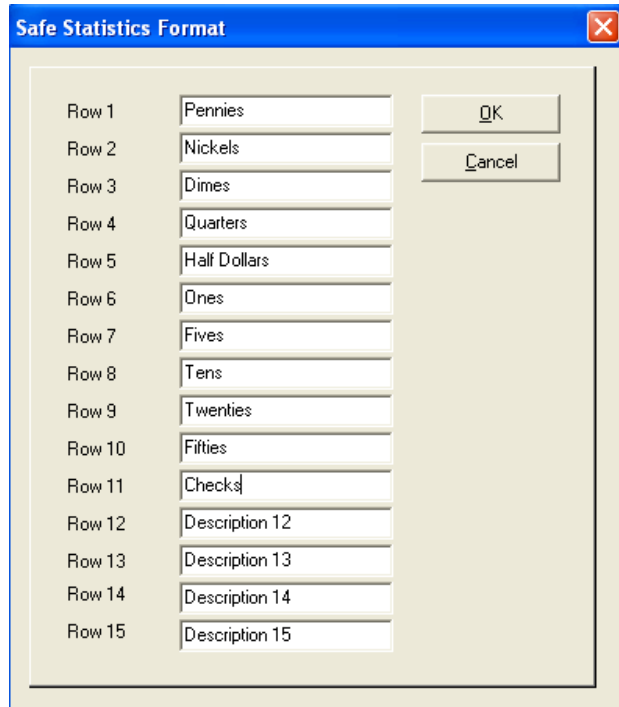
Safe Statistics and Balancing (continued)

Safe Statistics Report

This function will produce a Safe Statistics Report listing the safe statistics data for the specified period. This report lists the data in the same format as displayed on the Safe Statistics and Balancing form. The layout of this report is contained in Appendix F. This function is executed when  or  is selected from the **Safe Statistics and Balancing** form.

Format Safe Statistics Label

The **Format Safe Statistics Label** form gives the user the ability to change the field labels contained on the Safe Statistics and Balancing form. This provides flexibility in assigning currency types contained in the safe and to establish target levels for each currency. This information is displayed on the Safe Contents portion of the form under the Balance Info tab. This form is displayed when the **Format Safe Statistics Label** button  is clicked on the toolbar on the **Safe Statistics and Balancing** form.



Row	Label
Row 1	Pennies
Row 2	Nickels
Row 3	Dimes
Row 4	Quarters
Row 5	Half Dollars
Row 6	Ones
Row 7	Fives
Row 8	Tens
Row 9	Twenties
Row 10	Fifties
Row 11	Checks
Row 12	Description 12
Row 13	Description 13
Row 14	Description 14
Row 15	Description 15

Table 30.2 Contains a description of each field contained in the Format Safe Statistics Label form.

FORMAT SAFE STATISTICS LABEL - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Row 1 through Row 15	Label description to be displayed on the Safe Statistics and Balancing form.

Table 30.2

Safe Statistics and Balancing (continued)

Find Records

This form allows the user to select a desired date to retrieve records for the Safe Statistics and Balancing data. This form is displayed when the find Records button




is clicked on the toolbar on the **Safe Statistics and Balancing** form. Select the date desired and click on the OK button. The safe statistics information for the date selected will then be displayed.

Find Date

- 11/5/2007
- 11/4/2007
- 11/3/2007
- 11/2/2007
- 11/1/2007
- 10/31/2007
- 10/30/2007
- 10/29/2007
- 10/26/2007
- 10/25/2007
- 10/24/2007
- 10/23/2007

OK
Cancel
Help

Safe Audit Report

This function will produce a Safe Audit Report listing all safe audits that have been completed. This function is executed when the Show Safe Audit Report button  is selected from the **Safe Statistics and Balancing** form. Table 30.3 contains a description of each field contained in the Safe Audit Report.

REPORT FIELD	DESCRIPTION	FORMAT	CALCULATION
Date	Date of audit	Date/Time	None
Time Stamp	Time of audit	Date/Time	None
Tender	Tender names	Text	None
Safe Amount	Original safe amount	Currency	None
Audited Amount	Audited amount entered	Currency	None
Safe Change	Difference between original & audit amounts	Number	Safe Amount – Audited Amt
Manager	Name of manager performing audit	Text	None

Table 30.3

Selection Criteria:

All Safe Statistics data.

Sort Criteria:

None.

Safe Statistics and Balancing (continued)

Safe Adjustments

The safe adjustments form supports the entry of adjustments to the tenders listed on the Safe Statistics form. This form is accessible by clicking on the Safe Adjustments button in the toolbar. This function would be used anytime amounts need to be added or subtracted from the safe (e.g., cash is added to the safe).

Select a tender from the Tenders field. Enter in the Adjustment amount (positive or negative) and type in a memo describing the adjustment. Click on the Save button to save the entry. All entries will be displayed at the bottom of the form.


Note: entries cannot be modified. Enter in an offsetting entry if an entry needs to be adjusted.

Table 30.4 Contains a description of each field contained in the **Safe Adjustments** form.

SAFE ADJUSTMENTS - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Tenders	List of tenders for which adjustments can be made
Adjustment	Adjustment amount
Memo	Description of the adjustment
ADJUSTMENTS LIST	List of adjustments made for the day. Lists Modified By (person making adjustment) and Date Modified (date adjustment entered).

Table 30.4


Make / Review a Bank Deposit

The Deposits form allows the user to create new deposits or review existing deposits. This form allows the user to make deposits for any tender that has been flagged as depositable (Depositable attribute for the Tender set to ☒ in the **Tender Maintenance** function). Deposits cannot be modified only created or displayed. To adjust an existing deposit, an offsetting deposit (either negative or positive) would have to be created. Under the **Deposit Totals** tab, the totals for the deposit are displayed. Scroll through the deposits for a day by clicking on the scroll arrows next to the Deposit No. field. This form is displayed when the Make a Deposit button  is selected on the Safe Statistics and Balancing form or when the **Review a Bank Deposit** function is selected from the **Point of Sales** menu.

Tenders	Beginning Balance	Deposit	Ending Balance
Cash	\$5,249.55	\$0.00	\$5,249.55
Check	\$317.22	\$0.00	\$317.22
W/C	\$20.99	\$0.00	\$20.99
Pound	\$0.00	\$0.00	\$0.00
Pick3	\$208.00	\$0.00	\$208.00
Totals	\$5,795.76	\$0.00	\$5,795.76

NaWest
Henry's Discount Food

Make / Review a Bank Deposit (continued)

Under the **Checks List** tab, a detailed list of the checks that make up the Check amount under the Deposit Totals tab is displayed. When making a new deposit, the system automatically displays any checks that have been picked up from the checkstands and have not been previously deposited. By using the Pull Checks button  in the toolbar, **ALL** checks for the day that have not been deposited will be displayed. De-select a check by clicking off the ☒ in order to exclude a check from this deposit. Use the Add Button to add a manual check to the deposit, use the Edit Button to edit an existing check, and use the Delete Button to delete a check from the system.

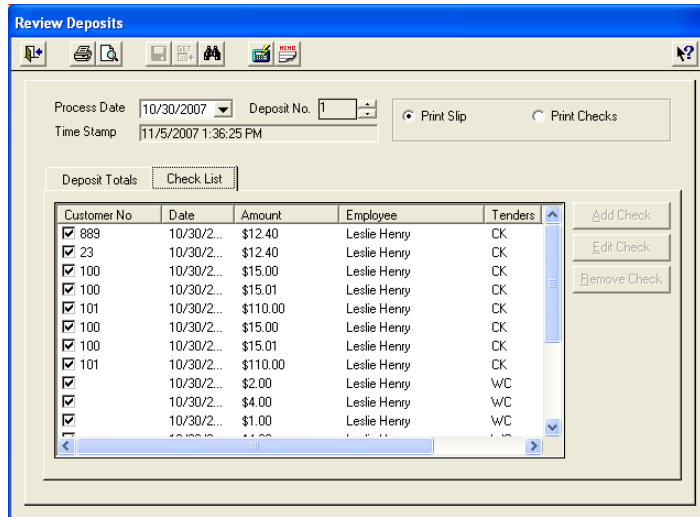


Table 30.4 contains a description of each field contained in the Deposits form.










DEPOSITS - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Process Date	Displays the date for the deposit.
Deposit No.	Displays deposit No assigned by RETAIL™ to this deposit.
Time Stamp	Displays the Date and Time when the deposit was saved.
Print Slip	Flag to view or print detail of deposits by tender type totals
Print Checks	Flag to view or print detail of all checks deposited
Bank Information Section	Displays bank information as entered in the Receipt Banners section of POS Information function.
Deposit Totals TAB	
Tenders	Displays the name of all depositable tenders
Beginning Balance	Displays amount deposited for the tender in previous deposits for the day
Deposit	Displays the deposited amount for each tender on this deposit
Ending Balance	Displays the sum of the Beginning Balance plus Deposit amount
Check List TAB	
Customer No	Displays the Customer Card Number corresponding to the check (if entered at the Front-end)
Date	Displays the date when this check was written/received
Amount	Displays the amount of the check.
Employee	Displays the name of the employee who accepted the check
Tenders	Displays the tender type received
Ref Info	Displays any reference information entered at the Front-end if the user was prompted

Table 30.4



Make / Review a Bank Deposit (continued)

Toolbar

The following describes the tool bar displayed on the Deposits form.

<u>Button</u>	<u>Description</u>
	Exit the current window.
	Print a Deposit Report. (Refer to the "Deposit Report" topic in this section)
	Display the Deposit Report on the screen. (Refer to the "Deposit Report" topic in this section)
	Save your entries or changes for the current record.
	Pull all Checks for the current date and any check that has not been deposited from previous dates.
	Find deposits for a particular date. (Refer to "Find Deposit" topic in this section)
	Display the Currency Conversion form to convert amounts between different currencies (Refer to the "Foreign Currencies" topic in the Appendices)
	Maintain notes about the deposit. (Refer to the "Deposit Memo" topic in this section)
	Activate the context-sensitive help in this dialogue.

Deposit Report

This function will produce a Deposit Slip Report for the bank deposit currently displayed on the Deposits form. This function is executed when  or  is selected from the Deposits form. Table 30.5 contains a description of each field contained in the Bank Deposit Slip report.

REPORT FIELD	DESCRIPTION	FORMAT	CALCULATION
Time	Report time	Date / Time	None
Your Bank Information	Bank information	Text	None
Process Date	Date of deposit	Date / Time	None
Deposit ID	Deposit ID	Date / Time	None
Total Amount	Total deposit amount	Currency	None
List of all Deposits			
Type	Tender names/description	Text	None
Amount	Total Amount of each tender deposited	Currency	None
List of Checks			
Date	Check date	Date/Time	None
D/L #	D/L No of customer	Text	None
Employee	Employee No who accepted the check	Text	None
Ref Info	Message written by the employee who accepted the check	Text	None
Amount	Amount of each check	Currency	None
Total	Sum of all checks deposited	Currency	Sum of detail

Table 30.5

Selection Criteria:


Data selected on the form.

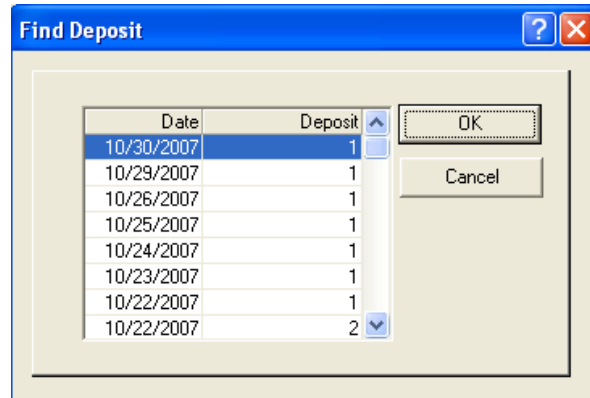
Sort Criteria:

None

Make / Review a Bank Deposit (continued)

Find Deposit

The **Find Deposit** form allows the user to select a desired deposit to be reviewed or changed. This form is displayed when the find button  is clicked on the toolbar on the Deposits form. After a selection has been made, the selected deposit will be displayed on the Deposits form.



The **Find Deposit** dialog box contains a table with two columns: **Date** and **Deposit**. The table lists several dates from 10/30/2007 down to 10/22/2007, with corresponding deposit numbers (1 or 2). The first row (10/30/2007, 1) is selected. To the right of the table are **OK** and **Cancel** buttons.


Date	Deposit
10/30/2007	1
10/29/2007	1
10/26/2007	1
10/25/2007	1
10/24/2007	1
10/23/2007	1
10/22/2007	1
10/22/2007	2

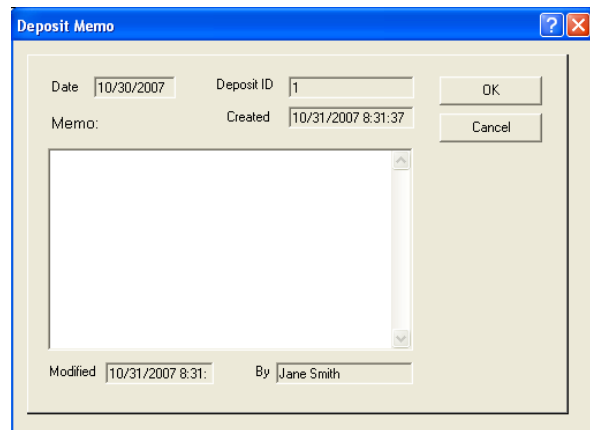
Table 30.6 contains a description of each field contained in the **Find Deposit** form.

FIND DEPOSIT - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Date	Displays the deposit date
Deposit	Displays the deposit number

Table 30.6

Deposit Memo

The **Deposit Memo** form allows entry and maintenance of notes associated with a deposit. This form is displayed when the user clicks on the Memo button  on the toolbar from the Deposits form.



The **Deposit Memo** form displays fields for **Date** (10/30/2007), **Deposit ID** (1), **Created** (10/31/2007 8:31:37), and **Modified** (10/31/2007 8:31:). There is a large text area for the **Memo:** and a **By** field with the name Jane Smith. **OK** and **Cancel** buttons are in the top right.

Table 30.7 contains a description of each field contained in the **Deposit Memo** form.

DEPOSIT MEMO - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Date	Displays the date of process of the deposit
Deposit ID	Displays the current deposit number
Created	Date and time when the memo entry was created
Memo:	Memo information entered
Modified	Displays date and time of last modifications
By	Displays the Employee name that made the last modification

Table 30.7

Balancing Overview

The **Balancing Overview** form is used to review and compare Department Sales, Safe Statistics and Till amounts for a specified date. This form gives the user an overview of the tenders, sales and deposits. Enter or select a Balance Date and the data for the date selected will be displayed.

Note: The Total Sales amount displayed on this form is calculated using the same calculation as Till Statistics & Balancing: Total Sales (including taxes & excluding coupons) – Coupon Multiples (e.g., double coupon amounts) – Discounts (customer, line item & order level) – Electronic Coupons

Table 30.8 contains a description of each field contained in the **Balancing Overview** form.








BALANCING OVERVIEW - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Balance Date	Date the data pertains to.
Sales	This section contains a list of all departments and their sales created for the specified balance date.
System Gen. Deposit	
Total Sales	Sum of sales coming from Sales Section + tax field
Over / Shorts	Over/shorts for the day from the Till Statistics form
Paid Ins	Sum of paid ins received from the Till Statistics form
Paid Outs	Sum of paid outs from the Till Statistics form
Received on Acct	Sum of customer payments received on account from the Till Statistics form
-Electronic Tenders	Sum of ATM's and Credit Cards from checker table for specified date
-Mfr. Coupons	Mfr. Coupon field from checker table for specified date
-NonDepositables	Displays the total amount representing the non depositable departments or Hash Department
Safe Variance	Calculates the difference between previous day's Actual Safe Amount and current day's Actual Safe Amount and deducts it or adds it to the sales amount.
Safe Adjustments	Total safe adjustments entered for the time period.
Total	Calculation: Total Sales +(-) Over (Shorts)+PdIns-PdOuts+Received on Acct-ATM-Mfr Coupons-Non depositable + Safe Adjustments +(-) Safe variance
Actual Deposits	Sum of all deposits made for specified date
Variance	Difference between Total from System Generated Deposit and Actual Deposit field
TILLS SECTION	
Over/Shorts	This section contains the sum of each tender entered on the Till Statistics form for the specified date
Totals	Difference between totals from Total Sales field and the Totals field in the Tills Section
	Sum of all Tenders above, does not include Over/Shorts

Table 30.8



Balancing Overview (continued)

Tool Bar

The following describes the tool bar displayed on the Balancing Overview form.

Button	Description
	Exit the current window.
	Print a Balancing Overview report. (Refer to the “Balancing Overview Report” topic in this section)
	Display the Balancing Overview report on the screen. (Refer to the “Balancing Overview Report” topic in this section)
	Print the Store Discount and Coupons Summary Report. (Refer to the “Discount and Coupon Summary” topic in this section)
	Display the Currency Conversion form to convert amounts between different currencies (Refer to the “Foreign Currencies” topic in the Appendices)
	Maintain notes for the specified date. (Refer to the “Bookkeeping Memo” topic in this section)
	Activate the context-sensitive help in this dialogue.

Balancing Overview Report

This function will produce a **Balancing Overview Report** for the specified date on the Balancing Overview form. This function is executed when  or  is selected from the Balancing Overview form. Table 30.9 contains a description of each field contained in the report.

REPORT FIELD	DESCRIPTION	FORMAT	CALCULATION
Balance Date	Balance date	Date/Time	N/A
Total Taxes	Total of tax amounts	Currency	TaxA+ TaxB+TaxC+TaxD
Tax A	Total amount under Tax schedule A	Currency	Sum of TaxA
Tax B	Total amount under Tax schedule B	Currency	Sum of TaxB
Tax C	Total amount under Tax schedule C	Currency	Sum of TaxC
Tax D	Total amount under Tax schedule D	Currency	Sum of TaxD
This Deposit	Deposit amount for the day	Currency	N/A
Variance	Variance amount	Currency	To be deposited-Actual deposit
Over / Shorts	Tills Over/Shorts for the day	Currency	N/A
Totals	Totals for the day	Currency	Total of Tills detail
Sales - Name	Department name	Text	None
Sales - Amounts	Department sales for the day	Currency	None
Safe - Description	Safe label description	Text	None
Safe - Amounts	Amount for the safe	Currency	None
Tills - Description	Till tender breakdown	Text	None
Tills - Amounts	Amount for till breakdown	Currency	None

Table 30.9

Selection Criteria:


Where date processed = the selected date

Sort Criteria:

Department number - Ascending

Balancing Overview (continued)

Bookkeeping Memo

The **Bookkeeping Memo** form allows entry and maintenance of notes associated with the Balancing Overview information. This form is displayed when the user clicks on the memo button  on the tool bar on the Balancing Overview form.

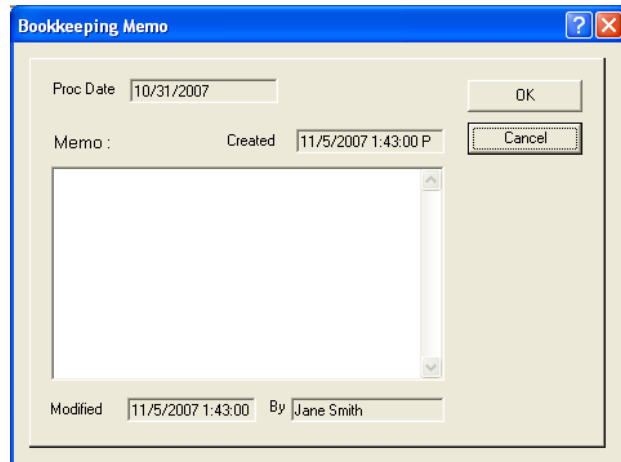



Table 30.10 contains a description of each field contained in the **Bookkeeping Memo** form.

BOOKKEEPING MEMO - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Proc Date	Date specified on the Balancing Overview form
Memo	Memo information entered
Created	Date and time memo entry created
Modified	Date and time entry was last modified
By	Employee who made the last modification

Table 30.10

Balancing Overview (continued)

Discount & Coupon Summary

A **Discount and Coupon Summary Report** is produced for a specified date when the Print button  is clicked from the Balancing Overview form. Table 30.11 contains a description of each field in the report.

REPORT FIELD	DESCRIPTION	FORMAT	CALCULATION
Balance Date	Balance date	Date / Time	N/A
Departments	Department name	Text	None
Discount	Discount amount for each department	Currency	None
Coupons	Coupon amount for each department	Currency	N/A
Totals- Discounts	Total discounts	Currency	Sum of all discounts
Total Coupons	Total coupons	Currency	Sum of coupons

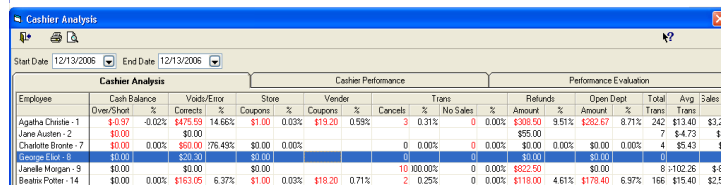
Table 30.11

Cashier Analysis

The **Cashier Analysis** form consists of 3 tabs which give a detailed analysis of all your cashiers' transactions and are useful for tracking cashier performance. The **Cashier Performance Evaluation** tab produces a report that summarizes all the transaction statistics and rates your cashiers' performance on a scale of 1-5, including the over/shorts, errors and corrections, and achievements and profits. This report can be used as an incentive to reward your cashiers' performance or improvement.

The **Cashier Analysis** form displays the details of each cashiers' transactions, including over/shorts, voids, etc.

Following is a list of each field and the calculations for each.



Employee		Cash Balance		Voids/Error		Store Coupons		Vendor Coupons		Cancels		Trans		Refunds		Open Dept.		Total Trans		Avg. Sales	
		Over/Short	%	Corrects	%	Coupons	%	Coupons	%		%	No Sales	%	Amount	%	Amount	%	Trans	Trans	Trans	Trans
Agatha Christie - 1		\$4.97	-0.02%	\$475.59	14.66%	\$1.00	0.03%	\$19.20	0.55%	3	0.31%	0	0.00%	\$308.50	9.51%	\$282.67	8.71%	242	\$13.40	\$3.2	\$3.2
Jane Austen - 2		\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	0	0.00%	0	0.00%	\$55.00	0.00%	\$0.00	0.00%	7	\$4.73	\$	\$
Charlotte Bronte - 7		\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	0	0.00%	0	0.00%	\$0.00	0.00%	\$0.00	0.00%	4	\$5.43	\$	\$
George Eliot - 8		\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	0	0.00%	0	0.00%	\$0.00	0.00%	\$0.00	0.00%	0	\$0.00	\$	\$
Janeite Morgan - 9		\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%	10	100.00%	0	0.00%	\$622.50	0.00%	\$0.00	0.00%	9	\$102.28	\$1	\$1
Beatrix Potter - 14		\$0.00	0.00%	\$163.05	6.37%	\$1.00	0.03%	\$18.20	0.71%	2	0.25%	0	0.00%	\$118.00	4.61%	\$179.40	6.97%	166	\$15.40	\$2.1	\$2.1

1. **Cash Balance** – The cashier's till amount if over or short, as calculated in Till Statistics and Balancing, is displayed.
2. **Voids/Errors** – The sum of the cashier's voided amounts and error corrects (a void entered immediately after the product is rung up).
3. **Store Coupons** – The sum of all Store Coupons rung up by the cashier.
4. **Vendor Coupons** – The sum of all Vendor Coupons rung up by the cashier.
5. **Canceled Transactions** – The number of canceled transactions. Canceled transactions are logged when the cashier presses the Cancel (CN) button after ringing up items.
6. **No Sale** – Number of times the cashier pressed the No Sale key to open the cash drawer, independent of a transaction, for example, to give a customer change.
7. **Refunds** – The dollar amount and percentage of refunds made by the cashier.
8. **Open Dept. Amount** – Total dollar amount entered into Open Departments.
9. **Open Dept. Percentage** – Total amount entered into Open Departments divided by Total Sales.
10. **Trans Total** – The total number of transactions for the time period.
11. **Avg. Trans.** – The average dollar amount of the transactions for the time period.
12. **Total Sales** – The total dollar amount of sales for the time period.

Cashier Performance

The Cashier Performance task lists the following:

1. **Employee** – The names and employee numbers of the Employees who performed transactions during the time period selected.
2. **Total Sales** – Total sales for each employee during the period.
3. **Total Hours**- Total hours the employee was signed on.
4. **Average Sales Per Hour** – Total Sales divided by Total Hours signed on.
5. **Total Items** – Total number of items sold, including sales keyed into open departments.
6. **Scanned Items** – Total number of items scanned.
7. **Percentage of Items scanned** - (Items Scanned/Total Items) * 100
8. **Average Items Per Hour** – The average number of items sold per hour.
9. **Ring Percentage** – The sum of the items scanned, divided by the sum of the total items.
10. **Rings per Minute** – Total rings per minute.
11. **Average Tender Time in Seconds** – The average time of each transaction, including tender time, that is, the time that the customer takes to pay for the transaction.
12. **Idle Hours** – The total time during which the cashier was not involved in a transaction.

Cashier Analysis												
Start Date		12/13/2006		End Date		12/13/2006						
Cashier Analysis							Cashier Performance					
Employee	Total Sales	Total Hours	Avg Sales Per Hour	Total Items	Scanned Items	%	Avg Items Per Hour	Ring %	Rings / Min	Avg(Second) Tender Time	Idle Hours	
Agatha Christie - 1	\$3,242.81	0.98	\$3,308.99	958	918	95.82%	978	322.45%	82	481.1	0.02	
Jane Austen - 2	\$-33.10	0.04	(\$827.50)	9	9	100.00%	225	77.80%	45	1.1	0.04	
Charlotte Bronte - 7	\$21.70	0.02	\$1,085.00	6	6	100.00%	300	268.84%	48	3.1	-0.02	
George Eliot - 8	\$0.00	0.00		0	0			182.56%	0	1.0	-0.00	
Janelle Morgan - 9	\$-818.10	0.02	(\$40,905.00)	1	1	100.00%	50	169.04%	42	6.3	0.02	
Beatrix Potter - 14	\$2,556.95	0.27	\$9,470.19	788	761	96.57%	2919	327.21%	85	3.1	0.21	

Cashier Performance Evaluation

The Cashier Performance Evaluation task consolidates the information from the Cashier Analysis & Cashier Performance forms and will generate a report that is useful as an incentive to reward your cashiers' performance or improvement. Each cashier is rewarded points on a scale of 1-5. The amounts used to reward points are user-configurable via the "Settings" button.

Cashier Analysis					Cashier Performance					Performance Evaluation										
Employee	Over And Short	Numbers of Voids	Amount of Void	Errors & Corrections	Open Department Sales	Sub Total	Average	Average Sales	Average Items											
\$/Day	%	Grade	#/Day	%	Grade	\$/Day	%	Grade	%											
Sophia Charles - 1	\$0.00	0.00%	5	2	0.00%	3	\$3.00	5.26%	4	\$0.00	100.00%	5	12	38.71%	4.00	3,388.19	100.00%	5	388.12	100.00%
Jane Austen - 2	\$0.00	0.00%	5	4	-100.00%	0	\$3.84	-21.10%	2	\$0.30	97.04%	5	7	22.58%	2.33	\$0.00	-100.00%	0	0.00	-100.00%
Jennifer Morgan - 9	\$0.00	0.00%	5	1	50.00%	5	\$0.00	100.00%	5	\$100.00	-99.92%	0	10	32.26%	3.33	\$0.00	-100.00%	0	0.00	-100.00%
Hercules Poirot - 11	\$0.00	0.00%	5	3	-50.00%	0	\$3.33	-5.26%	2	\$20.00	-97.04%	0	2	6.45%	0.67	3,888.60	194.69%	5	488.75	151.95%

When calculating the averages, the system will disregard the highest and lowest amounts, and average the remainder of the amounts.

Example: You have 10 cashiers. The highest and lowest amounts are disregarded. The 8 remaining amounts are added, and then the sum is divided by 8. This gives us the means. Subtract the means from each cashier amount, then divide by the means, and that gives us the cashier's percentage. The percentage is a measurement of the cashier's performance based upon the average. This percentage is used as a method of ranking each cashier, using the "means" as the yardstick measurement. A positive amount is above average and negative is below average.

The following fields are displayed:

1. **Employee** – The name and employee number of each cashier that was signed on during the period selected.
2. **Over or Short** - The dollar amount over or short per day, the employee's percentage as explained above, and the points awarded.
3. **Errors and Corrections** – Details of all voids: number of voids, total dollar amount of voids, and total dollar amount of voids into open departments. The Sub Total column shows the total amount of points for the Errors and Corrections section. The percentage shows the ranking of the cashier's sales. The average number of points for this section is shown in the last column of the section.
4. **Achievements and Profits** – This section displays the average dollar amount per hour, the average number of items per hour, and the average item price per hour. Again the employee's percentage is used to rank the employees according to the average.
5. **Grand Total** – The total number of points from each section, the sales person's average, and the average number of points. This data is used to sort the cashier's performance according to the number of points. These points can be used for rewards and incentives.

Cashier Performance Evaluation: Set Point Values

Press the Settings button to establish the point ranges for your cashiers' performance. Here you can set the dollar amount of Over or Short per day. Enter the amounts and press Save.

You can also change the average performance percentages. This is the employee's average using the means as explained in the previous section.

Evaluation Setting

Over / Short (During one Day)


Grading	Over / Short (During one Day)
Grading 0	>= \$2.00
Grading 1	>= \$1.50 < \$2.00
Grading 2	>= \$1.00 < \$1.50
Grading 3	>= \$0.50 < \$1.00
Grading 4	>= \$0.10 < \$0.50
Grading 5	< \$0.10



Average Performance Percentage

Grading	Average Performance Percentage
Grading 0	< -50.00%
Grading 1	>= -50.00% < -25.00%
Grading 2	>= -25.00% < -5.00%
Grading 3	>= -5.00% < 5.00%
Grading 4	>= 5.00% < 25.00%
Grading 5	>= 25.00%

Buttons: Save, Close, Help

Monitor Tills

The **Monitor Tills** form is used to monitor the tills of the checkstands currently in use. This form can be displayed by clicking the **Monitor Tills** button  from the toolbar in the **Safe Statistics and Balancing** form or when you select the **Monitor Tills** function from the **Point of Sales** menu. Various amounts are displayed for each cashier. This data is refreshed every 10 seconds to provide up to date statistics. If the **Till Limit** for a displayed tender has exceeded, the information will be displayed in blue font color. If the **Mandatory Limit** for a displayed tender has exceeded, then the information will be displayed in red font color.

A pickup request (covered later in this section) can then be completed from this form. The user can configure the tenders displayed on the form by clicking the **select a tender**  button. (**Note:** User must have security rights to access the **Tender Maintenance** function). This form will also distinguish between active and inactive cashiers. Click the Time  button to change the criteria used to determine an active versus inactive cashier.

Monitor Tills

Active Cashiers Only

Lane	Till	EmpNo	Cashier	Active	Reconc	Cash	Check	Credit Card	Debit Card	Food Stamps	Coupons	InStore Charge	WIC
1	1	1	Jane S.	No	No	\$45.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		2	Leslie H.	No	No	\$28.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		7	Evan N.	No	No	\$77.01	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		9	Janelle M.	No	No	\$39.03	\$0.00	\$0.00	\$0.00	\$24.16	\$0.00	\$0.00	\$0.00
Total:						\$190.06	\$0.00	\$0.00	\$0.00	\$24.16	\$0.00	\$0.00	\$0.00

Table 31.2 contains a description of each field contained in the **Monitor Tills** form.








MONITOR TILLS - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Lane	Displays the checkstand number.
Cashier	Displays the employee name assigned to the checkstand.
Tenders	Displays the current amount for the tender (5 tenders can be displayed at a time).
Totals	Displays the total amount of the tenders currently displayed.

Table 31.2

Monitor Tills (continued)

Toolbar

The following describes the functions supported by the toolbar located on the **Monitor Tills** form.

<u>Button</u>	<u>Description</u>
	Exit the current window.
	Display the Monitor Tills report on the screen. (Refer to the Print Monitor Tills Report topic in this section)
	Display the Select Tenders to Monitor . (Refer to the Select a Tender topic in this section)
	Display the Currency Conversion form to convert amounts between different currencies. (Refer to the Foreign Currencies topic in the Appendices)
	Set up the number of minutes that qualify a cashier as inactive. A form will be displayed accepting entry of the period of time in minutes.
	Make a pickup or a loan-in for a cashier. (Refer to Pickups and Loan-Ins topic in this section)
	Activates the context-sensitive help.

Print Monitor Tills Report

The **Print Monitor Tills Report** function will produce a **Monitor Tills** report. This function is executed when you select the  from the **Monitor Tills** form.

Table 31.3 contains a description of each field contained in the **Monitor Tills** report.

Report field	Type	Format	Calculation	Table Name	Field Name
Till	Database Field	Number	None	Monitor Tills Report	Name
Cashier Name	Database Field	Text	None	Monitor Tills Report	
Tender Name	Database Field	Text	None	Monitor Tills Report	
Tendered Amount	Database Field	Currency	Sum of Amounts	Monitor Tills Report	
Total	Formula Field	Currency	Sum of Amounts	N/A	N/A


Table 31.3

Selection Criteria:

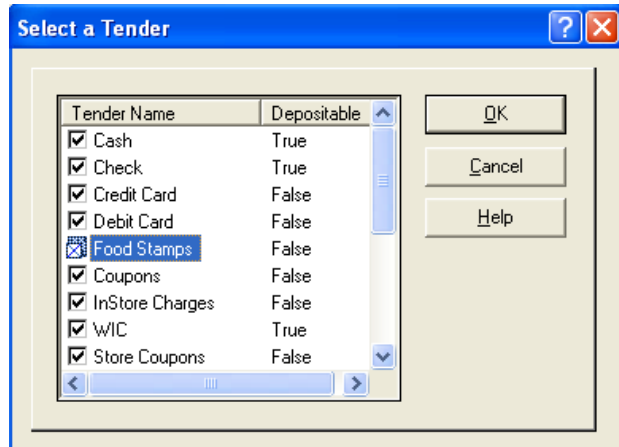
All tills currently displayed.

Monitor Tills (continued)

Select a Tender

The **Select a Tender** form is used to select tenders that are displayed in the **Monitor Tills** form as configured by the user. This form is displayed when the **Select a Tender to Monitor**  button is clicked from the toolbar from the **Monitor Tills** form.

Note: The system will check that the user's security level allows access to the **Tender Maintenance** function before giving access to this form.



Tender Name	Depositable
<input checked="" type="checkbox"/> Cash	True
<input checked="" type="checkbox"/> Check	True
<input checked="" type="checkbox"/> Credit Card	False
<input checked="" type="checkbox"/> Debit Card	False
<input checked="" type="checkbox"/> Food Stamps	False
<input checked="" type="checkbox"/> Coupons	False
<input checked="" type="checkbox"/> InStore Charges	False
<input checked="" type="checkbox"/> WIC	True
<input checked="" type="checkbox"/> Store Coupons	False

Table 31.4 contains a description of each field contained in the **Select a Tender** form.




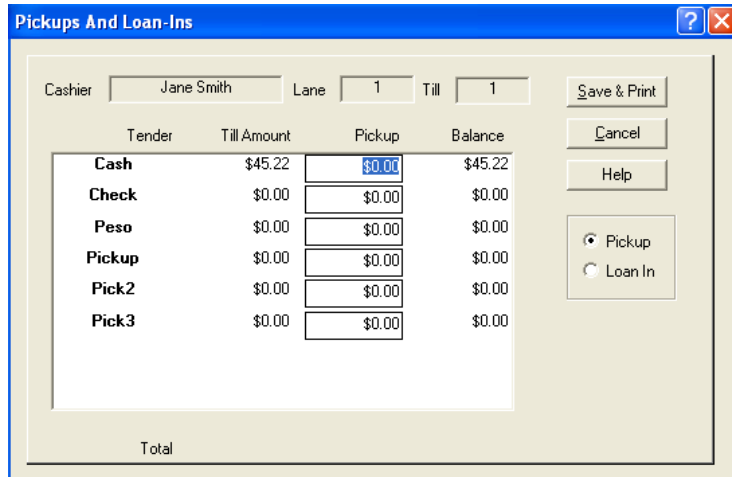
SELECT A TENDER - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Tender Names	Lists all the tenders stored in the system.
Depositable	List whether a tender is depositable or not as maintained in the Tender Maintenance function.
 Field	Shows that the selected tender is to be monitored in the Monitor Tills form.
 Field	Flagged to de-select a tender to show in the Monitor Tills form.

Table 31.4

Monitor Tills (continued)

Pickups & Loan-Ins

The **Pickup & Loan-Ins** form is used to make tender pickups or additional loan-ins for a particular cashier. This form is displayed when the **Pickups/Loan-Ins**  button is selected from the **Monitor Tills** form. This form will display the current till amount till the time this form is accessed. Click **Pickup** or **Loan-in** and enter the amount of the pickup or loan-in for the tenders. Checks (*Tenders with Tender Type = "CK"*) can only be picked up in their entirety whereas partial pickups can be completed for the other tenders. Click **Save & Print** to print a pickup slip (or a loan-in slip) once the data is entered on this form.



Tender	Till Amount	Pickup	Balance
Cash	\$45.22	\$0.00	\$45.22
Check	\$0.00	\$0.00	\$0.00
Peso	\$0.00	\$0.00	\$0.00
Pickup	\$0.00	\$0.00	\$0.00
Pick2	\$0.00	\$0.00	\$0.00
Pick3	\$0.00	\$0.00	\$0.00

Total

Table 31.5 contains a description of each field contained in the **Pickups & Loan-Ins** form.

PICKUPS & LOAN-INS – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Cashier	Displays the name of the selected employee.
Till	Displays the Till number for the selected employee.
Tenders	Displays the tenders allowed to be picked up as flagged in Tender Maintenance.
Till Amount	Displays the current Till Amount for the various tenders for the selected employee.
Pickup/ Loan In	Used to type the amount of the pickup or loan in.
Balance	Displays the balance for the tenders displayed after the pickup or loan in.
Total	Displays the total amount of the pickup or loan in.

Table 31.5

Pickup Slip or Loan-In Slip Reports

The **Pickup Slip or Loan-In Slip Reports** function will produce a **Pickup Slip or Loan-In** report. The layout of this report is contained in Appendix F. This function is executed when you click **Save & Print** from the **Pickup a Cashier** form.

Table 31.6 contains a description of each field contained in the **Pickup Slip (or Loan In Slip)** Report.

Report field	Type	Format	Calculation
Cashier	Formula Field	Text	None
Manager	Formula Field	Text	None
Till No	Formula Field	Number	None
Tender Name	Database Field	Text	None
Amount	Database Field	Currency	None
Customer No.	Database Field	Text	None
Sub Total	Formula Field	Currency	Subtotal of the tender
Total Pickup	Formula Field	Currency	Total of all the tenders

Table 31.6

Monitor Checkstands

The **Monitor Checkstands** form is used to monitor the activity and the till statistics of the checkstands. When a checkstand is selected, the name of the employee signed on to the checkstand, **current** till status and other miscellaneous totals will be displayed. If a transaction is being completed on the checkstand, the activity will be displayed on the form as it is occurring.

Table 31.7 contains a description of each field contained in the **Monitor Checkstands** form.

MONITOR CHECKSTANDS – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Checkstands	Displays all the available Checkstands.
POS#	Displays the name of the selected Checkstand.
Activity Field (multiple occurrences)	Displays the description of the current transactions being processed by the Checkstand.
Employee Name	Displays the name of the employee working on the selected Checkstand.
Current Total	Displays the current total for the order being processed.
TILLSTATUS	
Cash	Displays the current total amount of cash for the Checkstand being monitored.
Checks	Displays the current total amount of checks for the Checkstand being monitored.
Food Stamps	Displays the current total amount of food stamps for the Checkstand being monitored.
Credit Cards	Displays the current total credit card amount for the Checkstand being monitored.
ATM Cards	Displays the current total ATM amount for the Checkstand being monitored.
MISC.	
# / Amt. Refunds	Displays the current amount of refunds for the Checkstand being monitored.
# / Amt. Voids	Displays the current amount of voids for the Checkstand being monitored.
# / Amt. Pickups	Displays the current amount of manager pickups for the Checkstand being monitored.

Table 31.7

Print EFT Charges Report

This function will produce an EFT (electronic fund transfer) Charges report listing all checkstand EFT charges transactions for the selected time period. The layout of this report is contained in Appendix F. The EFT Charges Report form will be displayed when the **Print EFT Charges Report** function is selected from the **Point of Sales** menu. This form will accept entry of a start and end date for selection on the report.

When the report first opens up, the summary for each day, for every card type will be displayed. To view the details for the day, for a particular card type, double-click on the card name, for example, VISA. A new tab will open up showing the details.

EMP NO.	Employee Name	Selected
1	Smith, Jane	<input checked="" type="checkbox"/>
2	Henry, Leslie	<input checked="" type="checkbox"/>
3	Holmes, Sherlock	<input checked="" type="checkbox"/>
4	Kid, Sundance	<input checked="" type="checkbox"/>
5	Cassidy, Butch	<input checked="" type="checkbox"/>
6	Fielding, Geraldine	<input checked="" type="checkbox"/>
7	Naught, Evan	<input checked="" type="checkbox"/>
8	Under, Twenty-one	<input checked="" type="checkbox"/>

Note: This report can only be run for previous day's sales. It is available to print current day sales after a **store close** is run.

Table 30.12 contains a description of each field contained in the **EFT Charges Report** as well as the database fields used by the report.

REPORT FIELD	DESCRIPTION	FORMAT	CALCULATION
Start Date	Start date for the period selected	Date/Time	None
End Date	End date of the period selected	Date/Time	None
EFTCardNo	Customer's EFT card number	Text	None
Card No.	Customer's ID number	Text	None
EmpNo	Employee ID number who processed the transaction	Text	None
TillNo	Till number where the transaction was processed	Text	None
TransNo	Transaction number of the processed EFT	Text	None
Amount	Amount of the EFT transactions	Currency	None

Table 30.12

Selection Criteria:

Data for the selected time period on the form.

Sort Criteria:

Date

Card Type (e.g. debit, credit, electronic food stamp)

Print Front End Service Report

This function will produce a **Front End Service** report listing key checkstand statistics for the selected time period. The layout of this report is contained in Appendix F. The Checkstand Service Report form will be displayed when the **Print Front End Service Report** function is selected from the **Point of Sales** menu. This form will accept entry of a start and end date for selection on the report.

Note: This report can be run for current day sales even prior to a store close run.

Note: Definition of items scanned used in calculating percentage of Items Scanned is configurable via the POS Information function. The default definition is any valid UPC scanned or hand-keyed into the system is defined as an item scanned.

Print Front End Service Report (continued)

Table 30.13 contains a description of each field contained in the Front End Service Report as well as the database fields used by the report.

REPORT FIELD	DESCRIPTION	FORMAT	CALCULATION
Start Date	Start date for the period selected	Date/Time	None
End Date	End date of the period selected	Date/Time	None
Name	Employee name	Text	None
Total Hrs On	Total hours logged in	Text	None
Total Hrs On %	Percentage of report total	Percent	None
Over Short	Over and short amount	Currency	None
Average Order Size	Average order size	Currency	None
% Scanned	Percentage of items scanned	Percent	Percentage of scanned vs. total
Ring Time	Time spent ringing items	Number	None
Coupon #	No of coupons accepted	Number	None
Coupon \$	Coupon amount	Currency	None
Coupon %	Percentage of report total	Percent	None
Void #	No of voids performed	Number	None
Void \$	Void amount	Currency	None
Void %	Percentage of report total	Percent	None
Refunds #	No of refunds completed	Number	None
Refunds \$	Refund amount	Currency	None
Refunds %	Percentage of report total	Percent	None
Gross Sales	Gross sales for the employee	Currency	None
Total fields	Total of details	Text	Sum of detail fields

Table 30.13

Selection Criteria:

Data for the selected time period on the form.

Sort Criteria:

Hour - Ascending.

Print Register Productivity Report

The function will produce a Register Productivity report listing productivity totals for the selected time period. The layout of this report is contained in Appendix F. The Register Productivity Report form is displayed when the **Print Register Productivity Report** function is selected from the **Point of Sales** menu. This form will accept entry of a start and end date for selection on the report. You may also select the time interval of hourly or every 15 minutes. The data can be further refined to display by total store, departments, or by a single department.

Table 30.14 contains a description of each field contained in the Register Productivity report.

REPORT FIELD	DESCRIPTION	FORMAT	CALCULATION
Start Date	Start date of selected period	Date/Time	N/A
End Date	End date of selected period	Date/Time	N/A
Hour	Time span	Number	None
No. of Checkers	No of checkers logged in	Number	None
Sign on Hours	Amount of sign-on hours	Number	None
Sales Amount	Total sales	Currency	None
Items Sold	Items sold	Number	None
No. of Customers	No of customer serviced	Number	None
Avg. Order Size	Average order size	Currency	Sales/Customers
Avg. Item Price	Average item price	Currency	Sales/Items
Total Fields	Total of details	Text	Sum of detail Fields

Table 30.14

Selection Criteria:

Based on dates, time period, and department selection entered on form.

Sort Criteria:

Listed in order by the (chronological) hour

Print Transactions by Reason Report

The function will produce a Transaction by Reason report for the selected time listing checkstand transactions where a reason code was entered. The layout of this report is contained in Appendix F. The Transactions by Reason Report form is displayed when the **Print Transactions by Reason Report** function is selected from the **Point of Sales** menu. This form will accept entry of a start and end date for selection on the report and is sorted either by Cashier Name or by Front End Transaction Key (e.g., RF = refund).

Print Transactions by Reason Report (continued)

Table 30.15 contains a description of each field contained in the Transactions by Reason Report.

REPORT FIELD	DESCRIPTION	FORMAT
Start Date	Start date of selected period	Date/Time
End Date	End date of selected period	Date/Time
Sorted by	Select from: Cashier Name or Transaction Key	Text
Cashier Number	Employee No of the active cashiers	Number
Cashier Name	Employee Name	Text
Reason	Reason selected for the transaction	Text
Transaction Key	Transaction key description	Text
Transaction Numbers	No of transactions with the same reason codes	Number
UPC	UPC No on the transaction	Number
Amount	Total Amount of the transaction	Currency
Manager	Manager No of person who completed a mgr. override function (if applicable)	Number

Table 30.15

Selection Criteria:

Based on selected dates entered on form.

Sort Criteria:

Cashier Name

Transaction Key

Print Sales Person Productivity Report

The function will produce a Sales Person Productivity report listing the transaction totals by salesperson. Only those transactions where a salesperson number was entered will display on the report. To require cashiers to enter their employee number before each transaction, select "Ask For Salesperson's ID" in POS Information. The layout of this report is contained in Appendix F. The Checkstand Sales Person Productivity form is displayed when the **Print Sales Person Productivity Report** function is selected from the **Point of Sales** menu. This form will accept entry of a start and end date for selection on the report.

Table 30.16 contains a description of each field contained in the **Sales Person Productivity Report**.

REPORT FIELD	DESCRIPTION	FORMAT	CALCULATION
Start Date	Start date of selected period	Date/Time	N/A
End Date	End date of selected period	Date/Time	N/A
Employee # Name	Employee No and name of the active cashiers	Text	None
Sales	Total sales of an employee for the selected time period	Currency	None
Cost	Total cost of items sold	Currency	None
Profit	Gross Profit on items sold	Currency	Line Item Sale – Cost of Items Sold
% Sales	Percentage of an employee's sale to total sales for the selected time period	Percent	Line Item Sale/Total Sales
% Profit	Gross Profit % on items sold	Percent	Gross Profit/Cost of Items Sold
Items	No of items sold by the signed on employee	Number	None
Customers	No of customers	Number	None
Avg. Price	Average price of items sold	Currency	Line Item Sale/ No of items
Avg. Order	Average order size sold to customers	Currency	Line Item Sale/No of customers
Total Fields	Total of details	Text	Sum of detail Fields

Table 30.16

Selection Criteria:

Based on selected dates entered on form.

Sort Criteria:

None

Electronic Journal

The **Electronic Journal** form is used to search for and report on detailed checkstand transaction activity. This function will search the entire checkstand transaction history and match records to the criteria specified. Different types of search criteria can be specified:


- Date range
- Specific cashier
- Specific tender
- Specific transaction types
- Specific Customer Card #



A secondary criteria can be added to the search parameter:

- a time range
- a minimum and maximum transaction amount
- a transaction range
- a range of UPC codes
- a specific register #
- tax status
- transaction level
- discount type

Press the Filter button after entering your criteria.

If using **Signature Capture**, the signature may be viewed after highlighting and double-clicking on a specific transaction, then pressing the View Signature button. The customer copy of the receipt will also be shown in the View Signature form.

Desired number of rows in the display grid can be set using the above RETAIL™ form when the Setting button  in the tool bar form is clicked.

Once the criteria are entered and the **Analyze Transactions** button  in the toolbar is clicked, the data will be displayed in Display grid and more queries can be performed. Use the Analyze Order button  to analyze the selected data further. To view details of one selected transaction, double click on an item in the display grid.

If checkstand transaction history has been archived for a portion of the time period entered, a message will be displayed. The date of the last archival will be displayed and a request will be made to retrieve the archived data (if available on the system). Clicking the OK button will begin the process of retrieving the archive data for reporting. The amount of time needed to accomplish this task depends on the amount of data being retrieved. Clicking cancel cancels the entire request and allows to user to specify a different date range.

Note: Checkstand Transaction history is archived automatically by the system. The amount of data maintained on the system is defined via the Defaults tab of the **System Information** function. The archived data is stored in a directory defined via the **Archive Data File** field of the **System Information** function.

Note: Canceled Transaction amounts are captured in the Electronic Journal. Select Cancel as the Type. You will need to scroll over to the right to view the amount of the order before the cashier canceled it. The amount will not be displayed on the report.

Electronic Journal (continued)

Canceled Transactions

The amount of the order is captured when a transaction is cancelled. The amount of the canceled order is shown in the new field "Cancel Amount". The user will be able to see the amount of the order before the cashier canceled.

Note: The amount of the canceled transaction will not show up on the Electronic Journal Report (used to reprint receipts).

The screenshot shows the 'Electronic Journal' window with search criteria and a table of transactions.

Criteria:

- Start Date: 1/26/2010
- End Date: 1/26/2010
- Cashier: [Empty]
- Tender: [Empty]
- Type: Cancel
- CardNo: [Empty]

Filter:

- Time: [Empty] : M : M
- Amount: [Empty]
- Trans No: [Empty]
- Start Upc: [Empty]
- End Upc: [Empty]
- Lane No: [Empty]
- Tax Status: [Empty]
- Trans Level: [Empty]
- Disc Type: [Empty]

Table:

Employee	Transaction No	Line No	Total	Trans	Transaction Date	Transaction	Lane No	disc3	Type	Disc3	Cancel Amount
1	13	9	\$0.00	C	1/26/2010	12:53:00	12			0	\$38.60
		2	\$0.00	C	1/26/2010	12:54:00	12			0	\$93.00

View Signatures

In Electronic Journal, highlight a Credit Card or Electronic Check (CE) transaction, and press View Signature. The signature is displayed and the Customer Copy of the receipt is included in the signature viewer. You can easily see if the card was slid or entered manually ("S" for swipe, or "M" for manual are displayed in front of the card number), the type of card, the authorization number, and the sequence number. On the Front End, if the cashier did NOT accept the signature, the signature form is displayed with a message "Signature was rejected. A paper copy was printed." To capture signatures, enter UseSignaCapture=1 in the ros.ini. You can also choose to skip the printing of the merchant copy by entering SkipPrintMerchant=1.

The screenshot shows the 'Electronic Journal - Transaction Signature' window. It displays the merchant information, transaction details, and a customer copy of the receipt. A signature is visible at the bottom.

Merchant Information:

IT Retail
5041 La Mart
Riverside CA 92507
951-682-6277

Transaction Details:

Date & Time: 1/19/2010 11:38:16 AM
Employee No: 1
Till No: 12
Register No: 12
Transaction No: 3
Tender Type: CC
Tender Amount: \$8.88
Account No: 4005XXXXXXXX1114
Authorization No: AA12345678

CUSTOMER COPY:

IT Retail
5041 La Mart
Riverside CA 92507
951-682-6277
Purchase \$ 8.88
VISA #5XXXXXXXXXXXX1114
Auth # 12345678 Exp Date **/**
Lane # 12 Checker # 1
01/19/10 11:37 Ref/Seq # 0987654321
EPS Sequence # 120183
THANK YOU FOR SHOPPING WITH US!

Signature: John Smith

The screenshot shows the 'Electronic Journal - Transaction Signature' window. It displays the merchant information, transaction details, and a customer copy of the receipt. A message indicates that the signature was rejected and a paper copy was printed.

Message: Signature was rejected. A paper copy was printed.

Merchant Information:

IT Retail
5041 La Mart
Riverside CA 92507
951-682-6277

Transaction Details:

Date & Time: 1/19/2010 11:47:42 AM
Employee No: 1
Till No: 12
Register No: 12
Transaction No: 4
Tender Type: CC
Tender Amount: \$7.89
Account No: 5233XXXXXXXX00016
Authorization No: AA12345678

CUSTOMER COPY:

IT Retail
5041 La Mart
Riverside CA 92507
951-682-6277
Purchase \$ 7.89
Master Card #5XXXXXXXXXXXX00016
Auth # 12345678 Exp Date **/**
Lane # 12 Checker # 1
01/19/10 11:47 Ref/Seq # 0987654321
EPS Sequence # 120184
THANK YOU FOR SHOPPING WITH US!

Signature: [Signature]

Electronic Journal (continued)

Table 30.17 contains a description of each field contained in the **Electronic Journal** form.

ELECTRONIC JOURNAL FORM – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Start Date	Start date of the date range in U.S. format (MM/DD/YY)
End Date	End date of the date range in U.S. format (MM/DD/YY)
Cashier	Select a cashier via the drop down menu
Tender	Select a tender via the drop down menu
Type	Select a transaction type via the drop down menu
CardNo	Enter a card number or use the ellipse button to search for a customer
Time	Enter the start time and the end time of the range
Amount	Enter the minimum and maximum amount of the range
Trans No	Enter the beginning transaction No and the ending transaction No of the range
Start UPC / End UPC	Enter the beginning UPC No and the ending UPC No
Lane No.	Enter a specific checkstand
Tax Status	Select Tax Exempt of Food Stamp Exempt from the drop down menu
Trans Level	Select a transaction level via the drop down menu
Disc Type	Select a discount type via the drop down menu
Grid	Data in the electronic journal report are listed in the display grid columns

Table 30.17

Electronic Journal Report

This function will produce an **Electronic Journal Report** listing all the transactions matching the selected criteria. This report is displayed when the Search button  on the Electronic Journal form is clicked.

Table 30.18 contains a description of each field contained in the electronic journal report.

REPORT FIELD	TYPE	FORMAT	CALCULATION
Processed	Date report processed	Date/Time	None
Cashier	Cashier No	Number	None
Customer	Customer No	Number	None
Points Earned	No of points earned by customer if applicable	Number	None
Trans Date	Date of transaction	Date/Time	None
Trans Time	Time of transaction	Date/Time	None
Trans #	Transaction No assigned by system by cashier	Number	None
Trans Total	Transaction total amount	Currency	None
Total Tax A	Total amount for tax schedule A	Currency	None
Total Tax B	Total amount for tax schedule B	Currency	None
Total Tax C	Total amount for tax schedule C	Currency	None
Total Tax D	Total amount for tax schedule D	Currency	None
Type	Type of detail line: Tender key & applicable message	Text	None
Sub Type	Sub type of detail line: Transaction key description	Text	None
Status	Status of the detail line: Transaction type	Text	None
Dept	Product department	Text	None
Qty	Quantity recorded	Number	None
UPC	Product UPC/Product Description (when requested)	Text	None
Amt	Amount purchased	Text	None
Tax A, B, C, D	Checked if tax rate used	Text	None
FS	Checked if food stamp product	Text	None
These next fields are only visible if a Customer Debit/Credit card number is selected:			
Card Type	Card type (Debit or Credit)	Number	None
Cardno	Card No	Number	None
Expired	Expiration date	Number	None
Authno	Authorization No received	Number	None
RefNo	Reference No	Text	None

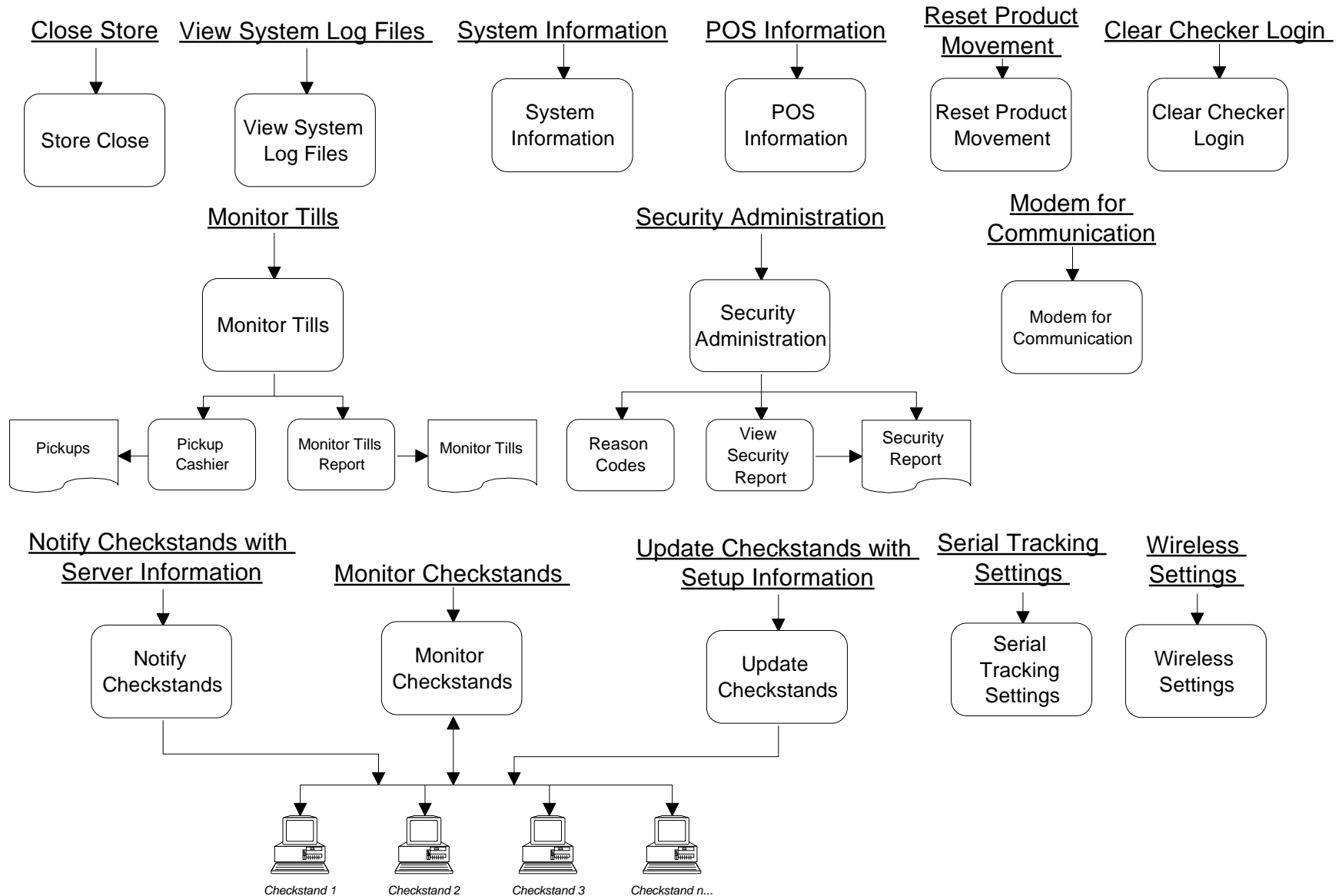
Table 30.18

Selection Criteria:

Criteria selected on the Electronic Journal form.

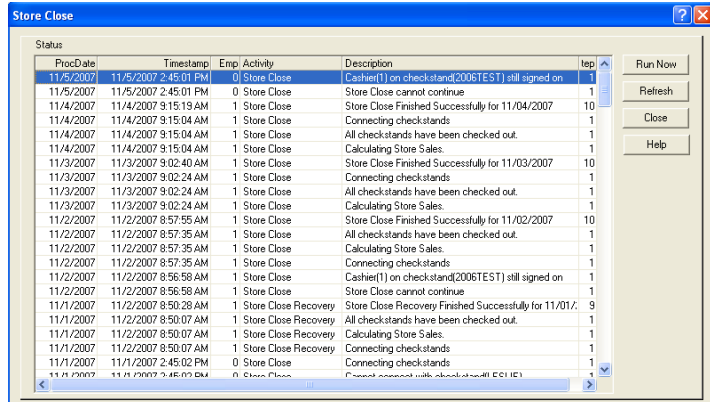
Sort Criteria:

Employee no. & transaction no. & line no. in ascending order.



Close Store

The **Store Close** form is used to execute the store close process. This process transfers data from the client systems (checkstands) and updates the Back End server databases. It also calculates the product movement, sales, and updates the history files. This process should be run on a daily basis. If for some reason it is not executed daily, then the **Store Close Recovery** process will be executed. The log displays the last step completed of the store close and a description of the process, whether the store close was successful or could not connect to a checkstand.



The **Store Close** can be set up to run automatically at a specified time every day. This is set up in **System Information**, by pressing the Setup Store Close button in the toolbar. See **System Information** in the Administration Menu for more information.

Note: This process must be run after the store has closed for the day (**exception: 24 hour stores – see below**). Ringing up transactions for the current day after the store close has run will result in the loss of those transactions.

Note: If suspended transactions exist for the closing day, the following may occur depending on the **Clear Suspended Transactions** setting in the **System Information** function.

Clear Suspended Transactions Setting	Action performed by Store Close
Clear	Clears all suspended transactions without prompting the user.
Review	Allows user to review suspended transactions and then continue with the store close which will clear the transactions.
Resume	All suspended transactions must be resumed from the checkstand before the store close can proceed.

24 Hour Store: For 24-hour stores, the **Store Close** process can be run at any time of the day even while transactions are being processed at the checkstand. The **Store Close** process will update the processing date stamped on each transaction to the next consecutive day. If the store close cannot be run because of a system or other problem, use the **change date** feature to force the update of the processing date to the next day. For more information on running a 24-hour store, refer to the **Running a 24 Hour Store** topic in the Appendices.

View System Log Files

The **View System Log Files** form is used to view information stored in the various system logs maintained by RETAIL™. The form displayed depends on the menu selection chosen from the Log drop-down menu on this form. The menu selections include: **Store Close**, **Update Checkstands**, **History Backup**, **Database Error**, and **User Activity**.

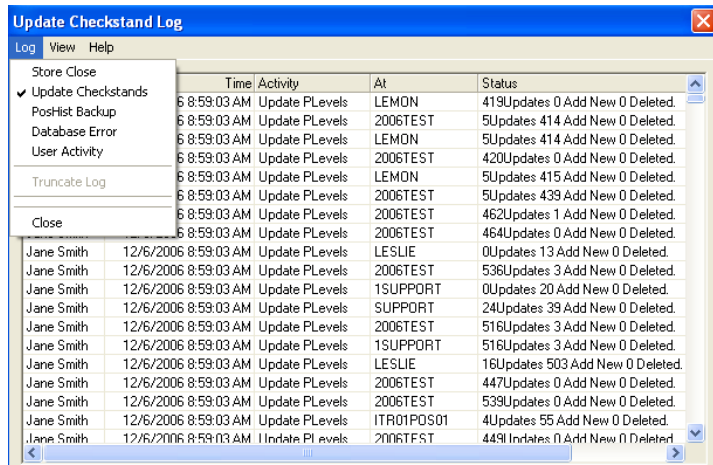


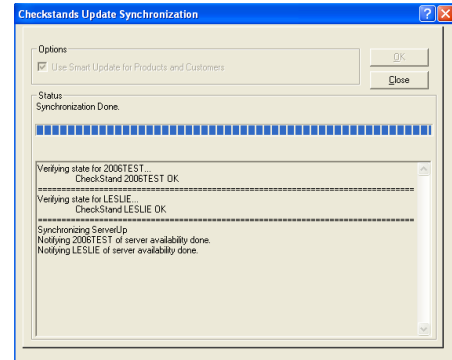
Table 31.1 contains a description of each field contained in the **View System Log Files** form.

VIEW SYSTEM LOG FILES – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
STORE CLOSE LOG Employee Date Execute Time Activity Step Description	Displays the name of the employee performing the store close. Displays the date of the store close. Displays the time, when the step was executed. Displays the name of the executed activity. Displays the number of the step executed. Displays the description of the step executed.
UPDATE CHECKSTAND LOG Employee Time Activity At Status From	Displays the name of the employee who executed the update. Displays the date and time of the update. Displays the name of the executed activity. Displays the name of the checkstand updated. Displays the status of the update. Displays the workstation ID of the workstation where the update was executed.
HISTORY BACKUP LOG Employee Backup Time Status From	Displays the name of the employee who executed the history backup. Displays the date and time of the Poshist.mdb backup. Display the status of the backup. Display the workstation ID from where the backup was executed.
DATABASE ERROR LOG Time Error No Source Description	Displays the date and time when the error was generated. Displays the error number. Displays the source of the error generated. Displays the description of the error.
USER ACTIVITY LOG Employee Date/Time Work Station Action Performed Key Value Text ID #	Displays the name of the employee who executed the user activity. Displays the date and time of the activity. Displays the workstations where the activity occurred. Displays the activity performed (For example: delete customer, delete product). Key value of data affected (For example: UPC code, Customer #). Displays other critical information contained in the record affected by the activity.

Table 31.1

Notify Checkstands with Server Information

The **Notify Checkstands with Server Information** form is used to notify all the checkstands that the server is available. The user can select which checkstands are to be notified by clicking in the checkbox to select or de-select. This feature would be used if the server becomes unavailable and the checkstands were operating in stand-alone mode. This function will broadcast a message to each checkstand informing that the server is available. The checkstands would then switch back into regular mode.



Processing Restrictions:

This requires no restrictions and can be run whenever needed.

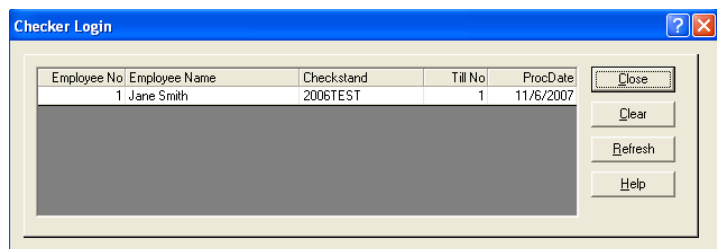
Processing Specifications:

1. Select the checkstands to be notified (usually all) by clicking in the ☒ beside the checkstand name. Press **OK** to start the process.
2. The system connects to all Checkstands selected. If an error occurs, the system will prompt you with a message "Cannot connect to some of the checkstands" "Do you still want to continue?" If you select **NO**, the system will abort this function. If you select **YES**, then the system will continue this function. However, the checkstands, which caused the error, will not be notified that the server is available.

Clear Checker Login Entries

The **Clear Checker login Entries** form lists those checkstands that were not properly signed off, which caused the store closing process to stop. This form allows the user to clear the unnecessary entries, which hinder the store close process.

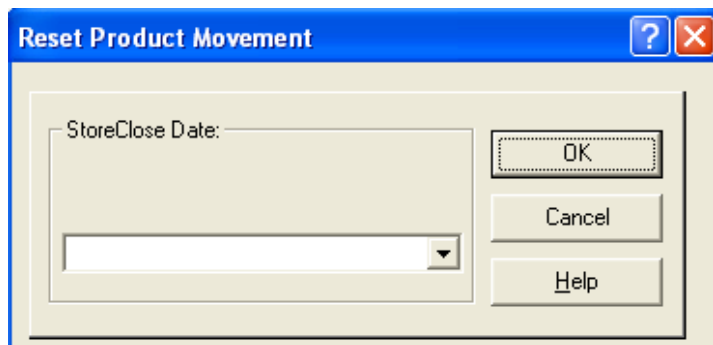
Entries displayed are only for checkstands that were not able to sign-off properly. In order for an entry to be cleared, the checkstand **must** be signed-off (to the desktop).



Note: Signing-on to the checkstand using the same employee number listed on this screen and then signing-off will clear the entry.

Reset Product Movement

Reset Product Movement function is used to clear product movement entries from the product movement table **only** on specific dates when the store close process does not finish properly while executing step #4 – **Creating Daily Product Movement** (last entry written to Store Close Log is step #3 for the day). The store close date(s) affected will automatically load to the drop down selection list. This function must be completed in order to execute a store close recovery for the affected date.



Note: Time to complete this process is dependent on the volume of data processed.

POS Partitioned Display Dimensions

The **POS Partitioned Display Dimensions** task gives the user the ability to manipulate the Split Screen Display which can be used at the Front End.

Important Note: The POS Partitioned Display form is intended for use by the reseller and fields should not be modified unless necessary. Any changes made to the split screen, especially to the alignment, may have a negative effect on the appearance.

The **Split Screen** is used to display a video (.avi file) and the store logo on the right hand side. The products which are being rung up, discounts, totals and all other Front End information are displayed on the left side of the split screen. By default, normal screen is selected when signing on to the Front End. To select partitioned display, sign on to the Back End, then check the box for Front End Administrator. From the Retail System Information screen, click the Checkstand Tab. In Mode, select Split Screen from the drop-down box.

Note: The reseller or experienced user may create a logo for the Upper Right and Bottom Right areas of the screen. These must be named botright.jpg and topright.jpg and placed in the directory C:\Program Files\Retail\POS\BMPfiles. The dimensions must be 442x152 for the bottom right logo, and 461x159 for the top right logo. Videos may be added in C:\Program Files\Retail\POS\Videos.

POS Partitioned Display Dimensions (continued)

Table 31.2 lists all of the fields on the **POS Partitioned Display Dimensions** form.

POS PARTITIONED DISPLAY DIMENSIONS – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Name	Displays the name of the field the changes are being applied to.
Internal Name	Displays the name the system uses for the form.
Control Type	Not available for modification.
Font button	Used to change the font on the Front End.
Name	Displays the name of the font.
Size	Displays the size of the font.
Bold	A flag indicates that the font is bold, selected by pressing the Font button.
Underline	A flag indicates that the font is underlined, selected by pressing the Font button.
Italic	A flag indicates that the font is italicized, selected by pressing the Font button.
Font Color	Select the font color by pressing the ellipsis button.
Back Color	Select the back color by pressing the ellipsis button.
Alignment	Select the alignment from the drop-down list.
Multimedia Type	Select the multimedia type displayed, either none, video, or image.
Background Type	Select the background type from the drop-down list.
Control Style	Not available for modification.
Attributes	Not available for modification.
Text	Displays the message displayed.
File Name	Displays the file name the system uses for the various parts of the screen.
Left	Not available for modification.
Top	Not available for modification.
Height	Displays the height of the field being modified.
Width	Displays the width of the field being modified.
Sample Template	Displays the position of the selected part of the form being modified.

Table 31.2

System Information

The **System Information** form is used to setup various system related information. The types of system information setup through tabs on this form include:

- 1) **Defaults:** Parameters used by the Back End system. These parameters are critical to system operations. Transaction history backup (archival) and system log files history time frames are entered as well as configurable attributes used in the Back End system. The **Files** section is used to inform RETAIL™ of the location of certain files used in various processes.
- 2) **Databases:** RETAIL™ database information is setup with the help of this tab. This informs the system of the location of the database.
- 3) **License:** This is used to display the licensee name used by the system as well as the contents of the logo file. The logo is a bitmap file (accessible by Microsoft Paint) that can be easily modified. The logo file is used by the Back End and Front End systems to print on reports and receipts respectively. The logo file must exist in the **C:\Retail\logo.bmp** directory on the Back End computer(s) and in the **C:\Program Files\Retail\POS** directory on the Front End computers. **NOTE:** Changing the name of the licensee will invalidate the license.
- 4) **Checkstands:** Used to identify the network names of the Front End checkstands.
- 5) **Notification:** Used to automatically generate an email to notify the user of low disk space.

The screenshot shows the 'System Information' window with the 'Defaults' tab selected. The window has a title bar with a question mark icon and a close button. The 'Defaults' tab is active, showing various configuration options. On the right side of the window, there are buttons for 'Save', 'Close', and 'Help'. The configuration options include:

- Backups/Defaults:** Transaction history (24 day(s)), 24 Hour Store (checkbox), System log history (21 day(s)), Auto Sign-Off after (0 minute(s)).
- Transactions:** Default Credit Limit for Customer (\$1,000.00), Clear Suspended Transactions (Clear), Track Weighted Items Count (Track Scaled and Random Weight Items by each).
- Products:** Allow Alpha Updates (Item Codes) (checked), Allow Discount While on Sale (checked), Allow Zero Prices (checked), Apply Best Allowance Only (checkbox), Require Vendor (checked), Track Double Coupons (checked).
- Auto Store Close:** Setup Store Close, Last Store Close: 12/18/2006.
- Files:** Archive Data File (C:\POSServer\Archive\), Cost Changes File.
- Passwords:** Cashier Expire Days (0), Admin Expire Days (0), Minimum Length (0).
- Data Synchronization:** Setup Synchronization Jobs, Quantity Halo (0).

Note: Refer to the *Running a 24-Hour Store* topic contained in the Appendices

System Information (continued)

Table 32.1 contains a description of each field contained in the **System Information** form.

SYSTEM INFORMATION – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
DEFAULTS	
Transaction History Backup	How often transactions are to be archived from the system and written to archive files.
24 Hour Store	Flag to indicate if the store is operating as a 24-hour store.
System Log History	How long to keep system log files displayed in the View System Log Files function.
Auto Sign Off after...minutes	Enter the number of minutes the Back End will be allowed to stay idle until automatically closing down.
Default Credit Limit for Customer	Default customer credit limit. This limit is displayed on the Customer Maintenance form when a customer who has charge account privileges is being added.
Clear Suspended Transactions	Indicates how suspended transactions should be treated during store close. Options available are: Clear=Clear suspended transactions without prompting; Review=Allow user to review suspended transactions and proceed with the store close; Resume=User must resume all suspended transactions from the checkstand before proceeding with the store close.
Track Weighted Items Count	Indicates if weighted items should be tracked based on a count of items sold or total weight sold in product movement. For example, a whole chicken can be tracked as 3.5 lbs, or as 1 chicken.
Allow Alpha Updates	A flag in this box allows the entry of alpha and/or numerical characters in the Item Code.
Allow Discount While on Sale	Flag this field to allow additional discounts to be applied to an item while the product is on ad
Allow Zero Prices	Flag to allow product prices to be set at zero. The cashier can enter the price on the Front End.
Apply Best Allowance Only	Flag to indicate if best allowance is to apply when a vendor's product has two or more effective allowance set up. When not set, all existing effective allowances would apply.
Require Vendor	Flag to indicate if a vendor is required when adding or editing products in the Product Maintenance function.
Track Double Coupons	Flag to indicate whether or not double coupon counts and amounts are to be tracked and displayed on the Till Statistics form.
Auto Store Close button	Press to set up the time of day for the automatic store close to run.
Archive Data File	The path name where the archived transaction data files is created.
Cost Changes File	No longer used.
PASSWORDS	
Cashier Expire Days	Enter the number of days for the cashier password to remain valid, after which a new password must be selected. (Optional)
Admin Expire Days	Enter the number of days for the Back End password to remain valid, after which a new password must be selected. (Optional)
Minimum Length	Enter the minimum length of the password. (Optional)
DATA SYNCHRONIZATION	
Setup Synchronization Jobs	Press to setup a job to automatically synchronize all of the tables on a set schedule.
QUANTITY HALO	
Halo	Enter the maximum number of an item that may be keyed in on the Front End (for example, 10*UPC) before a warning message is given to the cashier. (Used to prevent entry errors)
DATABASE TAB	
SQL Name	The name of the computer hosting the SQL Server database.
User Name	The login ID used to access the SQL database (default 'sa').
Password	The password to access the SQL Server.
Test Connection	Press the button to test the connection from the checkstands to the server.
LICENSEE TAB	
Licensed Company Name	Displays the name of the company to which RETAIL™ is licensed and which is contained in the license file (Retail.lic) Changing the name will invalidate the License.
Company Logo	Displays the path name where the company logo file exists. (C:\Retail\logo.bmp)
Preview Logo	Displays the logo as it has been entered in C:\Retail\logo.bmp
CHECKSTANDS	
Name	Displays the network name of the Checkstands.
Refresh Link	Press to Refresh the information on the form.
Create Link	Press to add a checkstand to the system information form.
Delete Link	Highlight the name of the checkstand you would like to delete and press this button.
Deactivate	Press to activate or deactivate a checkstand.
NOTIFICATION TAB	
SQL Name	The name of the computer hosting the SQL Server database.
User Name	The login ID used to access the SQL database (default 'sa').
Password	The password to access the SQL Server. A password is required.
Test Connection	Press the button to test the connection from the checkstands to the server.

Table 32.1

POS Information

The **POS Information** form is used to setup various parameter data that will be used to support various functions within RETAIL™. This includes 1) Checkstand Point of Sale data, 2) Discount arrangements and 3) Tax tables.

The **POS Information** tab is used to enter limits, defaults and configurable attributes used by the Front End checkstands.

The **Discounts** tab is used to enter/maintain discount arrangements. The discounts are assigned to customers in the **Customer Maintenance** function.

The **Tax** tab is used to enter/maintain tax tables and rates. Up to 4 different tax arrangements can be entered into RETAIL™. Entry of a tax table is also supported (refer to the **Tax Table Setup** topic contained in Appendix A)

Note: Refer to the **Initializing the System** section in the Appendices for more information on the use of these functions.

Table 33.1 contains a description of each field contained in the **POS Information** form.

POS INFORMATION – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
POS INFORMATION TAB	
AGE RESTRICTIONS	Configurable to allow employees to sell age-restricted products
Age 21	Enter the age allowable by law for cashiers to sell products marked as 21 for buying.
Age 18	Enter the age allowable by law for cashiers to sell products marked as 18 for buying.
BIOMETRIC DATA	Server information for systems running BioCert; fingerprints used to access front and back ends
Server IP	Enter the IP address of the server running the BioCert software
Server Port	Enter the port number for bio cert.
CHECK TENDER	Applies to the MICR reader which enables reading of the check number by the receipt printer
Read Check	Select Yes or No to enable the receipt printer to read the check number
Account No is Check No	Select Yes to store the number from the check as the user's account number
Show Check Memo	Indicates if the memo field will be displayed
CHECKSTAND RECEIPT	Configurable attributes effecting the checkstand receipt
Print Employee Name	Flag to indicate if the employee name should be printed on the checkstand receipt
Print Front of Check	Flag to indicate if front of check should be printed. This option only works with tenders having the "Require Franking" option set
Print Receipt Logo	Flag to indicate if the company's Logo should be printed on the checkstand receipt. Logo must be in the logo.bmp file in the C:\POS directory on the checkstand computers.

POS Information (continued)

FORM FIELD	POS INFORMATION – FIELD DESCRIPTIONS DESCRIPTION
Print Authorization Code Split Tax Total Print Zero Tax Print UPC Print Customer DOB Print Discount Category Suppress Customer Balances Till Information Print Non-Taxable Amount Suppress Receipt Printing Item Sequence	Flag to indicate if authorization code will be printed on receipt. Flag to print taxes separately on the checkstand receipt Flag to print tax total even if no tax. Flag to print the UPC code on the checkstand receipt in addition to the product description Indicates if customer's date of birth should be printed on receipt. Indicates if the discount category (A, B, C (if product has A and B)) should be printed on the transaction line Flag to indicate if customer balances should be suppressed from printing on receipt for in-store charge transactions. Indicates where the till information (Date, Time, Cashier Name) will be printed; in the header or footer Flag to indicate if the total amount NOT taxed should be printed as separate line on the receipt following the taxable totals. Flag to suppress receipt printing. On the Front End, receipt can be printed by press "RP" Indicates whether Quantity or Description will print on first line of double line printing.
CHECKSTAND RECEIPT: Buffered Receipt Receipt Consolidate Receipt Sort by Alphabet Receipt Sort by UPC	Flag to buffer (not print) the receipt until the end of the transaction. Flag to consolidate data when receipt is buffered. Flag to sort the items alphabetically when receipt is buffered. Flag to sort the items by UPC when receipt is buffered.
CHECKSTAND SCREEN: Ask for Card # Ask for Salesperson ID Display Customer Name Display Customer Card No. Display Charge Balance Display Savings Messages Pricing Level Best Price Display Weight Display Weight Unit Display Discounts Food stamp Items Tax Exempt Price Includes Tax Price Includes Tax Dept. Auto Sign Off Time Resume Trans – Print Detail Check Printer Status Open Drawer on Sign Off Show Food stamp Total Static Product Pricing Cashier Override No Sale Force Resume Transactions Force Countdown Show Item Count Track Scanned Items Only Continuous Transaction No. Max Transaction Number Customer Card Prefix Random Weight Prefix Manufacturer Coupon Prefix Ask for Password on Sign Off Product Point \$ Value Till Audit Force Drawer Close	Flag to indicate Card Number must be entered at Front End. Flag to force cashier to enter ID number before transaction. Used for Sales Person Productivity Report. Flag to indicate Customer Name will be displayed on the checkstand screen. Flag to indicate Card Number will be displayed on the checkstand screen. Flag to indicate the customer's in-store Charge Balance will be displayed on the checkstand screen. Flag to indicate the savings messages will be displayed on the checkstand screen. Flag to indicate the lowest price between normal, special, and pricing level will be used. If not set, the pricing level price will always be used (if one exists for the product). Flag to indicate if the weight of weighted items is to be displayed in the weight field of the checkstand screen. Displays the weight unit (selected from the drop down menu) that will be displayed in the weight field of the checkstand screen. Flag to indicate if the customer discount amount should be displayed on the Front-end checkstand screen. Flag to indicate if food stamp purchases are tax exempted. Flag to indicate if the price in the products file includes tax. Indicates department where tax savings given to customers will be reported. Only used if Price Include Tax is set to Yes. Select the time the checkstands will automatically sign off. Flag if the user wants the <u>detail</u> (do not flag if the user wants the <u>summary</u>) printed when a transaction is resumed. Flag to indicate if the printer status (For example, out of paper) should be checked at the beginning of every transaction. Flag to indicate that the system should automatically open the drawer when the cashier signs off. Flag to indicate the system should display the current food stamp total. Indicates if product prices will remain static during a transaction. Indicates that the cashier will be able to override No Sale security. Flag to indicate if the system should force the cashier to resume all suspended transactions before cashier signs off. Indicates if blind till balancing should be enforced at sign on. Flag to indicate if the system will display the item count on the screen and on the receipt. Flag to indicate if a scanned item is an item that is scanned through the scanner. Otherwise, a scanned item is an item scanned or entered through the keyboard. This is used to track items in order to calculate checker percentage correctly. Flag to indicate if checkstand transaction numbers will be continuous from one day to the next. If not set, the system will reset checkstand transaction numbers daily. Maximum transaction number allowed before being reset to 1. Used in conjunction with Continuous Transaction No. THE NUMBER OF TRANSACTIONS PROCESSED IN ONE DAY SHOULD NOT EXCEED THAN THE MAX. TRANSACTION NUMBER, OTHERWISE DUPLICATE TRANSACTIONS WILL BE CREATED IN THE SYSTEM. Prefix used to identify scanned customer card number. Default is 004. Prefix used to identify scanned random weight items. Default is 002. Prefix used to identify scanned manufacturer coupons. Default is 005 Flag to force the cashier to enter a password on sign off. Amount to use as a ratio when calculating points at the checkstand. Flag to indicate if till audit data will be captured for all transactions. Flag to indicate if the system should force the cashier to close the cash drawer before proceeding to a new order.

POS Information (continued)

FORM FIELD	DESCRIPTION
COUPONS/ DISCOUNTS:	Configurable attributes and limits for coupons and discounts
Days	Flag days to apply coupon multiple.
Multiple Limit	Displays the \$ limit of coupon multiple amount when applying coupon multiple. Example if coupon multiple limit = \$1.00, coupons up to \$1.00 will have the multiple applied. If this limit is used Maximum Limit will be set to zero.
Multiple	Displays the amount of coupon multiple to be applied on coupon days.
Maximum	Displays the \$ limit of overall coupon amounts when applying coupon multiple. Example: If Coupon Maximum = \$1.00, and a coupon is \$.75 the coupon will be multiplied up to \$1.00. If this limit is used than, Multiple Limit will be set to zero.
Tax Exempt	Flag to indicate if the coupon amount is tax exempted.
Apply Multiple MC	Flag to indicate if coupon multiples should be applied to manufacturer coupons (scanned or MC transaction key on Checkstand).
Apply Multiple SC	Flag to indicate if coupon multiple should be applied to store coupons (ST transaction key on Checkstand).
Allow Multiple Discounts	Flag to enable multiple discounts. This will allow a product to be discounted multiple times (For example: line item discount, customer discount, and overall order discount).
Item Discount Sequence	Allow item discounts to be rung up before or after scanning UPC.
Enable Electronic Coupons	Flag to enable the electronic coupons feature. These coupons are automatically applied when a customer ID is entered.
DEBIT DESIGN	Activates the Debit Design in house gift card program.
DELIVERY INFORMATION	Enter the PLU that is used to print a delivery receipt.
INITIAL LOAN:	Amount to be loaned in at sign on
Cash	Starting drawer cash to be given as change.
Food stamp	Starting drawer food stamps to be given as change.
TIME LIMITS (SECONDS):	Configurable time limits
Drawer Open	Displays the number of seconds the drawer can remain open at the end of a transaction. An alarm will be heard when the drawer has been open longer than this limit.
Clear Screen	Displays the number of seconds before the program clears the screen between checkstand transactions.
TRANSACTION LIMITS:	Configurable transaction limits
Max Checks / Day	Displays the maximum number of checks that can be written by a customer per day
Max Checks / Week	Displays the maximum number of checks that can be written by a customer per week
Transaction Max Amount	Displays the limit for amounts entered on the checkstand. Used to prevent data entry errors.
Transaction Max Digits	Displays the designated number of keyed digits (including decimals) that the system will accept. This will affect the numbers of digits entered for amounts accepted by the checkstand, to prevent data entry errors.
Level 1 Check Msg.	Message on the Front End when customer does not have check writing privileges.
Level 2 Check Msg.	Message on the Front End when number of checks per day is exceeded.
Level 3 Check Msg.	Message on the Front End when number of checks per week has been exceeded.
Level 4 Check Msg.	Message on the Front End when customer does not have in-store charge account.
Level 5 Check Msg.	Message on the Front End when account balance has been exceeded.
RECEIPT BANNER:	
Check Franking	Displays the Check Franking information.
Credit Card Header	Displays the Credit Card information.
Deposit Information	Enter your bank's deposit information.
Header	Displays the information that appears on the top of the receipt and checkstand screen.
Trailer	Displays the information that appears on the bottom of the receipt and checkstand screen.
SAVINGS MESSAGE:	
Customer Discount Msg	Message printed on receipt for the total amount that applies to customer discount.
Customer ID	Displays the customer ID number.
Customer Surcharge Msg	Message printed on receipt for the total amount that applies to customer surcharges.
Frequent Shopper Message	Message printed on receipt for frequent shopper points awarded to the customer.
Item Discount Message	Message printed on receipt for the total amount that applies to customer item discounts.
Next use Coupon Desc1	Description 1 of electronic coupons generated for next use will be printed on receipt.
Next use Coupon Desc2	Description 2 of electronic coupons generated for next use will be printed on receipt.
Next use Coupon Desc3	Description 3 of electronic coupons generated for next use will be printed on receipt.
Next use Coupon Desc4	Description 4 of electronic coupons generated for next use will be printed on receipt.
Pricing Level Message Abbr	Abbreviation displayed on the Front-end checkstand screen and receipt preceding products discounted by a customer's pricing level.
Pricing Level Message	Message displayed on the Front-end checkstand screen and receipt when customers receive savings based on there assigned pricing level.
Savings Message	Savings message text displayed on the Front-end checkstand screen and receipt.
TOTALS:	
Change	Allows you to format the change as displayed on the checkstand receipt.
Non-Taxable	Allows you to format the non-taxable amount as displayed on the checkstand receipt.
Subtotal	Allows you to format the sub-total as displayed on the checkstand receipt.
Tax A	Allows you to format the tax as displayed on the checkstand receipt.
Tax B	Allows you to format the tax as displayed on the checkstand receipt.
Tax C	Allows you to format the tax as displayed on the checkstand receipt.
Tax D	Allows you to format the tax as displayed on the checkstand receipt.
Tender Amount	Allows you to format the tender amount as displayed on the checkstand receipt.
Total	Allows you to format the total as displayed on the checkstand receipt.

POS Information (continued)

DISCOUNTS TAB Discount Threshold Discount Category Number Product Category A Product Category B Discount Days Discount Percent	<p>The amount the customer has to purchase before the discount will be applied.</p> <p>The Discount number, used to apply to a customer via Customer Maintenance.</p> <p>Flag if the discount applies to products flagged as category A products.</p> <p>Flag if the discount applies to products flagged as category B products.</p> <p>Flag each day that discount can be used.</p> <p>Displays the discount percentage to be applied.</p>
TAX TAB Tax Plan Description Identifier Using Tax Rate Tax Rate Using Tax Table Repeat Range Repeat Tax Tax Table	<p>Displays the selected tax plan.</p> <p>Displays the description of the tax plan.</p> <p>Displays the identifier code that will be printed on the checkstand receipt in the Front-end system.</p> <p>If selected, the system will use the specified tax rate.</p> <p>Displays the tax rate used by the selected tax plan.</p> <p>If selected, the system will use the tax table.</p> <p>Displays the amount of the repeat range of the tax table.</p> <p>Displays the tax amount for the given repeat range of the tax table.</p> <p>Displays the tax table entries for the tax table selected.</p>

Table 33.1

Security Administration

The **Security Administration** form supports the assignment of security levels and limits to checkstand transaction keys, checkstand manager functions and Back End functions. This form also allows for the entry and assignment of reason codes to checkstand functions and manager functions.

Note: (The setup of this data is critical to the security of the entire system)

Checkstand Functions

The **Checkstand Functions** tab supports entry of attributes and limits for checkstand transaction keys used in the Front End program (discussed in detail at the **Checkstand Functions** section of this manual). The **General** tab allows the user to specify a minimum and maximum amount that can be entered for the transaction key. This specifies whether to require a manager override when the minimum is not met, and whether or not a reason is required when using the transaction key.

The screenshot shows the 'Security Administration' window with the 'Checkstand Functions' tab selected. The 'General' sub-tab is active. On the left, a list of transaction keys is shown, with 'BT' (Blind Tills) selected. On the right, the 'General' settings for the selected key are displayed:

Security Level	Require Mgr Override	Allow Reason Codes	Reasons Required
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The **Security Levels** tab allows entry of maximum limits by security level for a transaction key. Click **Add ...** to add an entry for the next security level. Type the maximum amount allowed for the security level, which indicates whether a manager can override the amount. Security levels **NOT** entered will be allowed amounts up to the maximum specified on the **General** tab. Only the highest level can be deleted for a transaction key. This will insure that no security level gaps exist.

Note: If you enter security level "20" for a checkstand function, a manager will NOT be able to override the transaction key if the amount is greater than the amount listed in Security Levels.

The screenshot shows the 'Security Administration' window with the 'Checkstand Functions' tab selected. The 'Security Levels' sub-tab is active. On the left, a list of transaction keys is shown, with 'DA' (Discount - Category A) selected. On the right, the 'Security Levels' table is displayed:

Level	Amount	Override
1	5.00%	Yes
2	10.00%	Yes
3	15.00%	Yes
4	20.00%	Yes
5	100.00%	Yes

Buttons for 'Add ...' and 'Delete' are visible at the bottom right of the table area.

Note: For transaction keys where no amount is involved (For example: NS, SO) the system will only allow entry of a security level required to perform the function. The **Security Levels** tab will not be accessible for these transaction keys.

Table 34.1 contains a description of each field contained in the **Checkstand Functions** tab.

CHECKSTAND FUNCTIONS – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Transaction Key Key List	Displays the description of a selected transaction key function. Itemizes the checkstand keys and descriptions being administered in this form.
GENERAL TAB Minimum Maximum Allow Reason Code Require Manager Override Update GL Reasons Required	Minimum amount allowed for a selected transaction key. Maximum amount allowed for a selected transaction key. Flag designating if reason codes are allowed for this transaction key. Flag if manager override is required on the minimum amount. Not applicable to this version. Flag designating if a reason code is required when the transaction key is used.
SECURITY LEVELS TAB Level Amount Override	Security level that entry applies to. Maximum amount allowed for the transaction key for the security level. Flag if a manager override is allowed for a particular level of security.

Table 34.1

Manager Functions

The **Manager Functions** tab allows entry of a security level and whether or not to prompt for reason codes for checkstand manager functions. The manager functions are displayed on the **checkstand manager** form when a MG command is used. Select a function, select the security level for the function and indicate if reasons are required for the function. The security level will then restrict access to the function based on the employee's assigned security level

The screenshot shows the 'Security Administration' window with the 'Manager Functions' tab selected. On the left, there is a list of functions with columns for 'Function' and 'Description'. The functions listed are: Add Customer, MGAC (Add Customer), MGAP (Add Product), MGCK (Check Override), MGCL (Check List), MGLN (Loan In), MGMI (Account Limit Override), MGMS (Media Swap), MGPU (Pickup), MGRE (Resume Transaction), MGSL (Screen Lock Override), MGSD (Sign-off Override), MGSU (Suspend Transaction), MGTR (Training Mode), and MGTS (Till Status). On the right, the 'General' tab is active, showing a 'Security Level' dropdown menu set to '4', and two checkboxes: 'Allow Reason Codes' and 'Reasons Required', both of which are currently unchecked.

Table 34.2 contains a description of each field contained in the Manager Functions tab of the **Security Administration** form.

MANAGER FUNCTIONS – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Function Function (Column Heading) Description Column	Displays the description of a selected manager function. Itemizes the 9 manager functions being administered in this form. Displays the descriptions of the 9 itemized manager functions.
General Tab Security Level Allow Reason Code Reasons Required	Displays the selected security level (from the drop-down menu) that can execute the function. Flag designating if reason codes are allowed for this transaction key. Flag designating if a reason code is required when the transaction key is used.

Table 34.2

Security Administration (continued)

Toolbar

The following describes the functions supported by the toolbar located on the **Security Administration** form.

Button**Description**

Exits the current window.



Saves your entries or changes for the current record.



Helps to enter reason codes for a checkstand transaction or manager function. (Refer to the **Reason Codes** topic in this section)



Activates the context-sensitive help.

Reason Codes


Click the **Reason Codes**  button from the **Security Administration** form to access the **Reason Codes** form. This form allows entry of reason codes for checkstand transaction keys and manager functions. When reason codes are entered and the **Reasons Required** field is flagged, the reason codes will be displayed on the Front End checkstand screen when the transaction key or manager function is used. The cashier will then be required to select a reason code. Transactions assigned a reason code can be reviewed by printing a report with the **Print Transactions by Reason Report** function.

Table 34.5 contains a description of each field contained in the **Reason Codes** form.

REASONS CODES -- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Transactions Key	Displays the transaction key code selected.
Description	Displays the description of the selected transaction key.
Reason Code	Displays the reason code id assigned by system.
Description	Displays the reason code description that will display at the Checkstand.

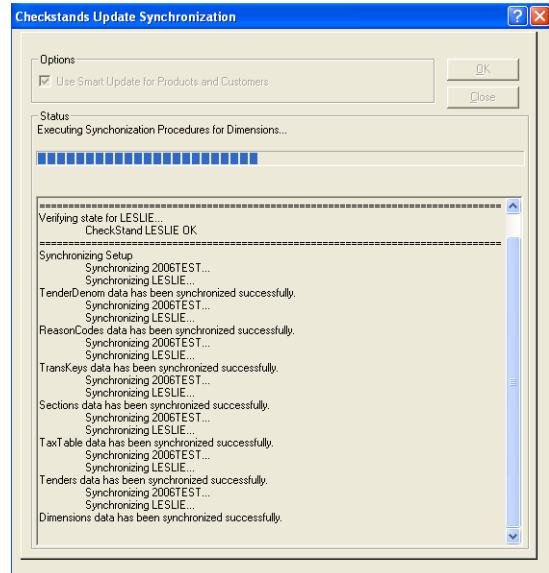
Table 34.5

Synchronize Checkstands with Setup

The Synchronize Checkstands process is used to update the checkstands with all the latest System Information whenever you are adding or editing the following:

- POS Information
- Sections
- Tenders
- Departments
- Work Stations
- Tax Table
- Currencies
- Reason Codes
- Transactions Keys
- Dimensions
- User Menus

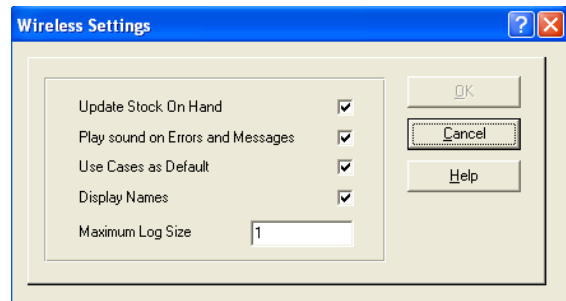
Click on Synchronize Checkstands with Setup from the Administration menu under the Maintenance sub-menu to update your checkstands after making changes to your data. This process will update all of your checkstands immediately, and the changes will take effect for the next transaction.



Wireless Settings

The **Wireless Settings** form is used to maintain settings that affect the use of the RETAIL™ Wireless program. The settings are defined as follows:

Update Stock On Hand – Indicates if stock on hand should be updated immediately when using the **Inventory Count** function. If set to blank, then the stock on hand will be updated from the **Inventory Count** function in the Backend module.



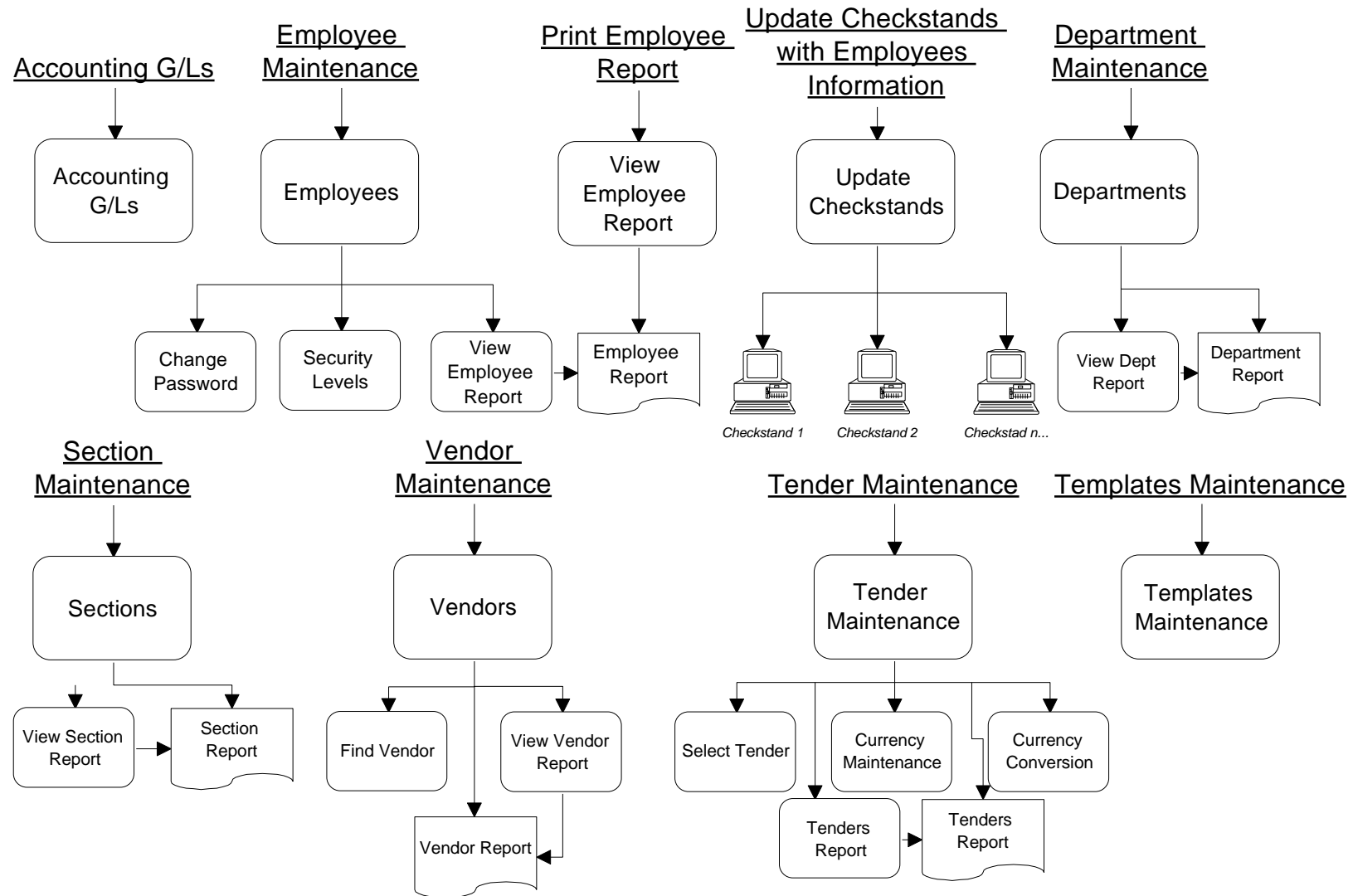
Play sound - Indicates if a sound will be played when an error message is displayed.

Use Cases as Default - Indicates that cases will be the default unit of measure of goods received or ordered in the DSD and Ordering module. If set to blank, then units will be the default unit of measure for received or ordered goods.

Display Names - Indicates that department, section, and vendor names should be displayed on the screen. If it is set to blank, then department, section, and vendor numbers will be displayed.

Maximum Log Size – Type maximum size of log file (In MB – Mega Bytes). The Log file will not exceed this size and will open a new file.

Administration - Maintenance



Employee Maintenance

The **Employees** form is used to add, edit, and delete employee information. The employee information will be added directly into the system for use by the Back End module. Click the **Security** ... button to display the Front End and Back End security levels established in the system (refer to the **Security Levels** topic below). This will allow the user to assign the appropriate security levels to the employee. Passwords for the Checkstand (Cashier) and Back End are maintained through this form as well. If the Biometric option has been installed, the employee's fingerprints can be added through this form.

Note: The Checkstands **must** be updated with the employee information once you have finished your updates by using the **Synchronize Checkstands with Employees**.

This will ensure that the Checkstand database contains the most current employee data for use by the Front End module.


Note: When deleting an employee, an entry will be created in the user activity log in order to provide an audit trail of data deleted from the system. (Refer to the **User Activity Tracking** topic in the **General Topics** section)

Table 35.1 contains a description of each field contained in the **Employees** form.

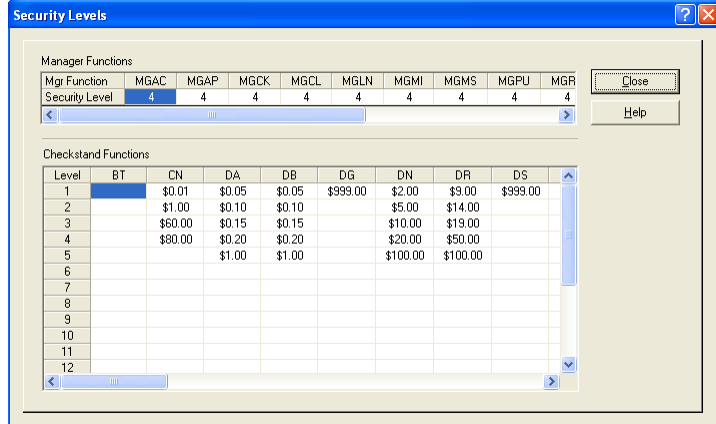
EMPLOYEES - FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Employee Number	Drop down list to search for an existing employee record by employee number.
Employee Name	Drop down list to search for an existing employee record by employee name.
Employee #	System-generated employee number.
Last Name	Employee's last name.
First Name	Employee's first name.
SSN	Employee's social security number. (Optional)
D / L #	Employee's driver license number.
Birth Date	Employee's date of birth. Used to verify age on products that must be verified, such as alcohol.
Job Title	Employee's job title.
Cashier Security	Assign a Checkstand security level to this employee.
Admin Security	Assigns a Manager security level to this employee.
Back End Profile	Select a profile to allow access to back end screens.
Purchases	Employee's year-to-date amount of purchases from the store. (Currently not available).
Active	Flag to indicate employee's status (Set = active - Not Set = inactive). If it is set to inactive, the employee will not be able to access the RETAIL™ system.
User Name	Enter the User Name the cashier will enter to sign on to the system.
Setup Biometric Data	Press to capture the employee's fingerprint to use to access the front and back end
Remove Biometric Data	Press to remove employee's fingerprint from the system
Front End Password	Employee's password for the Checkstand POS portion of the system.
Back End Password	Employee's password for the Backend portion of the system.
Created	The employee record creation date.
Modified	The date the record was modified.
Modified By	The name of the employee who last changed the information.
Memo	Miscellaneous notes entered for the employee.
Back End Security Level	Displays the back end security level.

Table 35.1

Employee Maintenance (continued)

Clicking on the  buttons next to the security level fields to display forms listing security levels for the Checkstand and Back End functions. These security levels are established using the **Security Administration** function.

For the Checkstand, security levels for both the manager functions and Checkstand functions are displayed. Each manager function is displayed with the assigned security level. For the Checkstand functions, each amount established for each security level is displayed for each transaction key.



Security Levels

Manager Functions

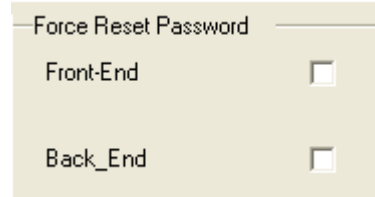
Mgr Function	MGAC	MGAP	MGCK	MGCL	MGLN	MGMI	MGMS	MGPU	MGR
Security Level	4	4	4	4	4	4	4	4	4

Checkstand Functions

Level	BT	CN	DA	DB	DG	DN	DR	DS
1		\$0.01	\$0.05	\$0.05	\$999.00	\$2.00	\$9.00	\$999.00
2		\$1.00	\$0.10	\$0.10		\$5.00	\$14.00	
3		\$60.00	\$0.15	\$0.15		\$10.00	\$19.00	
4		\$80.00	\$0.20	\$0.20		\$20.00	\$50.00	
5			\$1.00	\$1.00		\$100.00	\$100.00	
6								
7								
8								
9								
10								
11								
12								

Reset Password

Force Reset Password will require the employee to change his or her password. When these fields are flagged from the **Employees** form, the password is reset. The next time this employee logs on to either the checkstand or Back End the prompt will appear to key in a new password.



Force Reset Password

Front-End ☐

Back_End ☐

Toolbar

The following describes the functions supported by the toolbar located on the **Employees** form.

Button

Description



Exit the current window.



Print an employee report. (Refer to the **Print Employee Report** topic in this section)



Display the employee report on the screen. (Refer to the **Print Employee Report** topic in this section)



Save your entries or changes for the current record.



Add an Employee Function.



Edit an Employee Function.



Flag the employee as deleted in the system. The employee will be flagged deleted and inactive when the **Synchronize Checkstands with Employees** function is executed. The employee's name will still remain in the Employee table in the database, in order to preserve the audit trail.



Activates the context-sensitive help.

Security Administration

- Assigning security to Front End Transaction keys
- Assigning security to Front End Manager functions

Access the **Security Administration** function under the **SETUP** section of the **Administration** menu and complete the following tasks: **(The setup of this data is critical to the security of the entire system)**

Assigning security to Front End Transaction Keys

Establish security levels, limits and reason codes for the Front End functions. For each *Front End Function* designate an overall minimum and maximum amount that can be completed at the Front End as well as a limit for each security level. Indicate if reasons are required when using the function and enter the reason codes for the function by pressing the Reason Code button.

The screenshot shows the 'Security Administration' window with the 'Transaction Key' tab selected. The 'General' sub-tab is active. On the left, a list of transaction keys is shown, with 'BT' (Blind Tills) selected. The right pane displays the configuration for the selected key:

Key	Description
BT	Blind Tills
CN	Cancel Transaction
DA	Discount - Category A
DB	Discount - Category B
DG	Department Gift DebitDes
DN	Discount - Line Item \$
DR	Discount - Removal
DS	Department Store Debit D
DT	Discount - Line Item %
I1	Stamps
I2	Flowers
I3	Good Stuff
I4	Paid In 4
I5	Paid In 5
MC	Coupon
NS	No Sale
OT	Other Transaction

Configuration details for the selected key:

- Security Level: 1
- Require Mar Override: ☒
- Allow Reason Codes: ☐
- Reasons Required: ☐

Assigning security to Front End Manager functions

Establish security levels, limits and reason codes for the Front End manager functions. For each Front End *Manager Function* designate the security level required to complete the function and indicate if reasons are required when using the function. Enter reason codes by clicking on the Reason Code button. The Reason Code field will only be available on certain functions. If it is grayed out, reasons cannot be assigned to that specific function.

The screenshot shows the 'Security Administration' window with the 'Manager Functions' tab selected. The 'General' sub-tab is active. On the left, a list of manager functions is shown, with 'MGAC' (Add Customer) selected. The right pane displays the configuration for the selected function:

Function	Description
MGAC	Add Customer
MGAP	Add Product
MGCK	Check Override
MGCL	Check List
MGLN	Loan In
MGMI	Account Limit Override
MGMS	Media Swap
MGPU	Pickup
MGRE	Resume Transaction
MGSL	Screen Lock Override
MGSD	Sign-off Override
MGSU	Suspend Transaction
MGTR	Training Mode
MGTS	Till Status

Configuration details for the selected function:

- Security Level: 4
- Allow Reason Codes: ☐
- Reasons Required: ☐

Department Maintenance

The **Department Maintenance** form is used to enter and maintain data related to departments. An unlimited number of departments can be added into RETAIL™ providing the ability to establish an unlimited number of product categories. Attributes entered for the department will only effect transactions that are rung up to the department from the checkstands. The **Attributes** tab allows maintenance of various attributes related to the department.

The **Attributes** tab will allow entry of data entry limits (lalo and halo) and UPC links for coupon and discount amounts.

Note: When products are added and assigned to a department, the attributes for the department will automatically be applied to the product. These attributes can be edited for the product in Product Maintenance if required.

Table 36.1 contains a description of each field contained in the **Department Maintenance** form.








DEPARTMENT MAINTENANCE – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Dept No	Displays the number of the department being added or edited.
Sub No	Displays the sub number of the department being added or edited. Up to 9 sub-departments can exist for a department. Sales are tracked to the department level but sub-departments allow assignment of different attributes
Dept Name	Displays the name of the department being added or edited
Modified	Displays the last date and time when the current department was modified
Modified By	Displays name of person who last modified the department
DEPARTMENT LIST	Displays department #, sub #, name and department names in the system
ATTRIBUTES TAB	
Food Stamp	Check if items can be paid with food stamps
Hash Dept.	Flag to indicate if department is a non-sale department (For example, postage stamps)
Require Auth	Flag to indicate authorization is required to ring into an open department
Negative Department	Flag if open department rings should be negative, for example, Bottle Returns. If items assigned to this department should also ring up negatively, then enter <code>NegativeItemsIfDepartmentNegative=1</code> in the <code>ros.ini</code>
Not Accumulate	Flag to indicate that this department or items in this department will not collect Frequent Shopper Points.
Unit of Measure	Unit of measure assigned to products in this department
Scale	Flag to indicate products in this department need to be weighed on the Front End
Gift Card Department	Flag if using Gift Card software
Cash Card Department	Flag if using Cash Card on the front end
Verify Age	When flagged, prompts the Checkstand user for the date of birth of the customer to an open department sale
Valid Age	Displays the minimum age of the customer allowed to buy an open department
Disc A - B	Check if Category A and/or B discounts will apply to this department
Line Item Discount	Check if a line item discount can be applied to items rung up in this department.
Percent	Displays the % discount that applies to a department, and all sections and all products under this department. This is not dependent upon any discount categories that may or may not be assigned.
Tax A - D	Check appropriate tax tables assigned to this department
MISCELLANEOUS TAB	
Lalo Limit	Specifies the minimum amount of transaction that can be rung up directly to the department
Halo Limit	Specifies the maximum amount of transaction that can be rung up directly to the department
Coupon Link	Assign product UPC to be used to track coupon (department coupon and mfg double coupon) amounts deducted from sales
Electronic coupon Link	Assign product UPC to be used to track electronic coupon amounts deducted from sales
Discount Link	Assign product UPC to be used to track discount amounts deducted from sales
Aggregate Department	Displays the assigned department to be the aggregate of a selected department.

Table 36.1

Department Maintenance (continued)

Toolbar

The following describes the functions supported by the toolbar located on the **Department Maintenance** form.

<u>Button</u>	<u>Description</u>
	Exit the current window.
	Print a Department report. (Refer to the Department Report topic in this section)
	Display the Department report on the screen. (Refer to the Department Report topic in this section)
	Save your entries or changes for the current record.
	Add a New Department function.
	Edit a Department function.
	Activates the context-sensitive help.

Department Report

The **Department Report** function will produce a **Department** report listing departments and sub-departments currently in the system. This function is executed when  or  is selected.

Table 36.2 contains a description of each field contained in the **Department** report.

Report field	Description	Format	Calculation
Dept No	Department number	Number	None
Sub No	Sub-department number	Number	None
Name	Department name	Text	None
Date Modified	Last time department was modified	Date / Time	None
Modified By	Employee number who last modified the department	Number	None
Food Stamps	Indicates if food stamp items can be rung to the department	N/A	None
Hash	Flag to indicate if department is a non-sale department (For example, postage stamps)		
Discount A	Indicates if discount A applies to this department	N/A	None
Discount B	Indicates if discount B applies to this department	N/A	None
Unit of Measure	Unit of measure to be used on manual weight items rung into the department	Text	None
Coupon Link	UPC number where coupons used are tracked for the department	Number	None
Discount Link	UPC number where discounts availed are tracked for the department	Number	None
Halo Limit	Maximum amount a transaction can be rung to the dept	\$ Amount	None
Lalo Limit	Minimum amount a transaction can be rung to the dept	\$ Amount	None
Tax A	Indicates if Tax schedule A applies to items rung to this dept.	N/A	None
Tax B	Indicates if Tax schedule B applies to items rung to this dept.	N/A	None
Tax C	Indicates if Tax schedule C applies to items rung to this dept.	N/A	None
Tax D	Indicates if Tax schedule D applies to items rung to this dept.	N/A	None

Table 36.2

Selection Criteria:

Selection criteria consist of all the departments that currently exist in the system.

Sort Criteria:

Department - Ascending.

Sub Department - Ascending.

Section Maintenance

The **Section Maintenance** form is used to enter/maintain data related to sections. An unlimited number of sections can be added into RETAIL™ providing the ability to establish an unlimited number of product categories. Attributes entered for the section will only effect transactions that are rung up to the section from the checkstands.

When adding a section, the attributes for the department selected will automatically be applied to the section. In edit mode, if the department of the section is changed, the system will prompt as to whether or not the attributes for the new department should be applied to the section.

Table 37.1 contains a description of each field contained in the **Section Maintenance** form.







SECTION MAINTENANCE – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Section #	Displays the number of the section being added or edited
Section Name	Displays the name of the section being added or edited
Department	Displays the department name to which this section belongs
Modified	Displays the last date when the current section was modified
Modified By	Displays name of person who last modified the section
SECTION LIST	Displays section #, name and department of sections in the system.
Schedule	Product Schedule # assigned to this section. Limits when products can be purchased.
Unit of Measure	Unit of measure assigned to products in this section
Verify Age	When flagged, prompts the Checkstand user to enter the date of birth of the customer to an open section sale.
Valid Age	Displays the starting age of the customer allowed to buy to an open section sale.
Unit of Measure	Unit of measure assigned to products in this section
Disc A – B	Check if Category A and/or B discounts will apply to this section.
Tax A – D	Check appropriate tax tables assigned to this section.

Table 37.1

Section Maintenance (continued)

Toolbar

The following describes the functions supported by the toolbar located on **Section Maintenance**.

<u>Button</u>	<u>Description</u>
	Exit the current window.
	Print the Sections report. (Refer to the Sections Report topic in this section)
	Display the Sections report on the screen. (Refer to the Sections Report topic in this section)
	Save your entries or changes for the current record.
	“Jump” to the Add a Section function.
	“Jump” to the Edit a Section function.

Sections Report



The **Sections Report** function will produce a **Sections** report listing sections currently in the system. . This function is executed when  or  is selected from the **Section Maintenance** form.

Table 37.2 contains a description of each field contained in the **Sections** report.

Report field	Description	Format	Calculation
Section	Section number	Number	None
Name	Section name	Text	None
Department	Department section assigned to	Number	None
Modified Date	Last time section was modified	Date/ Time	None
Modified By	Employee number who last modified the section	Number	None
Food Stamps	Indicates if food stamp items can be rung to the section	N/A	None
Discount A	Indicates if discount A applies to this section	N/A	None
Discount B	Indicates if discount B applies to this section	N/A	None
Unit of Measure	Unit of measure to be used on manual weight items rung into the section	Text	None
Effective Schedule	Product schedule assigned to the section	Number	None
Tax A	Indicates if Tax schedule A applies to items rung to this section	N/A	None
Tax B	Indicates if Tax schedule B applies to items rung to this section	N/A	None
Tax C	Indicates if Tax schedule C applies to items rung to this section	N/A	None
Tax D	Indicates if Tax schedule D applies to items rung to this section	N/A	None

Table 37.2

Selection Criteria:

Selection criteria consist of all sections that currently exist in the system.

Sort Criteria:

Section - Ascending.

Tender Maintenance

The **Tender Maintenance** form is used to add and edit tender information. An unlimited number of tenders can be supported by RETAIL™. A pre-configured set of tenders is distributed with the system (refer to **Set Defaults** topic below). Only certain attributes will be available for edit in regards to these tenders. However, for all other tenders added to the system, all attributes are available for modification. Tenders can be assigned to currencies entered in the system in order to facilitate currency conversion at the Checkstand (Refer to the **Foreign Currencies** topic in the Appendices). The tender form is a powerful tool that allows the user to configure and limit the way tenders are used in the Checkstand system. The **General** tab is used to maintain general attributes and amounts for the tender.

The **Limits** tab is used to enter various limits for functions related to the tender, such as refunds and pickup amounts.

The **Miscellaneous** tab is used to setup prompts on the Front End for the tender. For example, to collect additional customer information.

The **Electronic Service** tab is used to enter data related to electronic transactions: Credit, Debit, EBT Cards.

Table 38.1 contains a description of each field contained in the **Tender Maintenance** form.

TENDER MAINTENANCE – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Tender ID #	Displays the unique identifier number assigned by the system for the tender.
Tender Code	Displays the Checkstand code used for the tender.
Tender Name	Displays the tender description.
Tender Type	Displays the general classification for the tender. CA: used for Credit, Debit, EBT, and Gift. CK: used for checks and WIC. CH: used for in-store charge (MI)
Currency	Displays the name of the currency in which the tender is valued.
Modified	Displays the date and time when the tender was last modified.
Modified By	Displays the name of the employee who last modified the currently viewed tender.
GENERAL TAB	
Active	Flag to activate tender for Checkstand tendering. If this flag is not set, then the tender will not be accepted for transactions at the Checkstand.
Require Mgr Auth	Flag to indicate if manager authorization is required for the tender.
Deposit	Flag to indicate if the tender can be deposited.
Monitor	Flag to indicate if the tender can be monitored through monitor tills function
Accept for Change	Flag to indicate if the tender can be given out as change. It will then display as an option in the change tender field for itself and other tenders.
Use MSR	Flag to indicate if a magnetic swipe reader can be used to gather information for the tender.

Tender Maintenance (continued)










TENDER MAINTENANCE – FIELD DESCRIPTIONS (CONTINUED)	
FORM FIELD	DESCRIPTION
Require ID	Flag to indicate if an ID is required to accept the tender. The cashier will be prompted to enter a customer id on the order.
Valid ID	Flag to indicate if valid customer ID must be entered to accept the tender.
Secondary Id	Flag to indicate if a secondary Id must be entered to accept the tender. Secondary Id checks check writing privileges against the secondary id entered via the customer maintenance form.
Require Franking	Flag to indicate if franking is required for the tender.
Open Drawer	Flag to indicate if the cash drawer is to be opened when the tender is used.
Track Count	Flag to indicate if tender counts should be tracked as well as the amount.
Allow Media Swap	Flag to indicate if media swaps can be done for the tender at the Checkstand.
Print Tender Count	Flag to print the number of transactions a particular tender has in the Front-end till statistics.
Tender Amount	
Required	Flag to indicate if amount must be entered to use the tender. If not flagged then the tender can be entered without an amount and the order will be tendered for sale.
Min	Displays the lowest value of tender that can be accepted.
Max	Displays the highest value of tender that can be accepted without an approval. An mgr override will be required if this max is exceeded.
Negative Amount Required	Flag to indicate if an amount needs to be entered when the tender is in a negative state. Example when sale is a refund only.
Overall Max	Displays the absolute highest value of tender that can be accepted. An mgr override will not be allowed for this maximum.
LIMITS TAB	
Refund OK	Flag to indicate if the tender can be given out as refund.
Require Mgr Auth	Flag to indicate if manager authorization is required to give the tender as refund
Max	Displays the highest refund that can be given out without an approval.
Overall Max	Displays the absolute highest value of tender that can be given out as refund.
Pickups	
Allow Pickups & Loans	Flag to indicate if pickups or loans can be made to the till for the tender.
Till Limit	Displays the till pickup limit for tender where a soft warning is issued.
Mandatory Limit	Displays the till pickup limit for tender where a mandatory warning is issued and tender pickup must be done.
Change	
Change Tender	Displays the type of tender that can be given out as change to this tender.
Message	Displays the message when change for the tender is given.
Max	Displays the highest amount of change (usually cash back) that can be given out for this tender. This maximum can be overridden by amount of change allowed to a customer in the Customer Maintenance function. This can be a flat dollar amount or a percentage (percentage of sale).
%	Flag to indicate that the Max field is in percentage. Otherwise, Max field is in dollar amount.
MISC TAB	
Prompt for Information	Flag to indicate if the user will be prompted to enter data for the tender. (For example, serial number). Data entered will be tracked on the transaction and can be reported on using the Electronic Journal function.
Message	Message that should be displayed when prompting for data.
ELEC SRVC TAB	
Require Ext Auth	Flag to indicate if external approval is required for the tender.
Time Allowed	Displays the maximum acceptable delay allowed to wait for an external payment authorization.
Balance Inquiry	Flag to indicate if balance inquiry is allowed for Electronic Tenders (ET).
Partial Amount	Flag to indicate if the Electronic Tender can pay a portion of an order.
Manual Authorization	Flag to indicate if manual authorization is allowed for the Electronic Tender.
Require Gen #	Flag to indicate if gen number is required for electronic benefits.
Require Pin #	Flag to indicate if a pin number must be entered for the Electronic Tender.
Require Expiration	Flag to indicate if an expiration date is required for the Electronic Tender.
Stand-In Approval	Flag to indicate if stand in approval is allowed for the Electronic Tender.
Require Luhn Check	Flag to indicate if luhn check is to be done locally for the Electronic Tender.

Table 38.1

Tender Maintenance (continued)

Toolbar

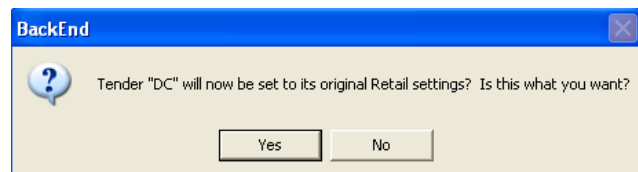
The following describes the functions supported by the toolbar located on the **Tender Maintenance** form.

<u>Button</u>	<u>Description</u>
	Exit the current window.
	Print a Tenders report. (Refer to the Tenders Report topic in this section)
	Display the Sections report on the screen. (Refer to the Tenders Report topic in this section)
	Save your entries or changes for the current record.
	Press to Add a Tender .
	Press to Edit a Tender .
	Press to Add or Edit a Currency . (Refer to the Currency Maintenance topic in this section.)
	Display the Currency Conversion form to convert amounts between different currencies. (Refer to the Foreign Currencies topic in the Appendices)
	Activates the context-sensitive help.

Set Defaults


There are several pre-configured tenders included in RETAIL™: "CA"—Cash, "CK"—Check, "CC"—Credit Card, "DC"—Debit Card, "FS"—Food Stamps, "CP"—Coupons, "MI"—In-store Charge, "WC"—WIC, "Wic CVV"—Wic CVV Vouchers, "SN"—Store Coupons, "EF"—Electronic Food stamps and "EC"—Electronic Cash, and "CE"—Check that has been electronically converted (used with Telecheck or Solupay). Default settings for these tenders can be reset at any time by clicking **Set Defaults** button. This will prompt a message (refer to the dialogue box figure on the right) to confirm the resetting of the tender attributes.

Note: "SN" is no longer used as a tender. Store Coupons are now applied as discounts in Retail. This can be flagged Inactive.



Tender Maintenance (continued)

Select a Tender Form

The **Select a Tender** form lists all tenders that have been set up in the system. This form is displayed when the  button next to the **Tender Code** field on the **Tender Maintenance** form is clicked. Double-click on the Tender Code to retrieve the tender for a detailed viewing and modifying.

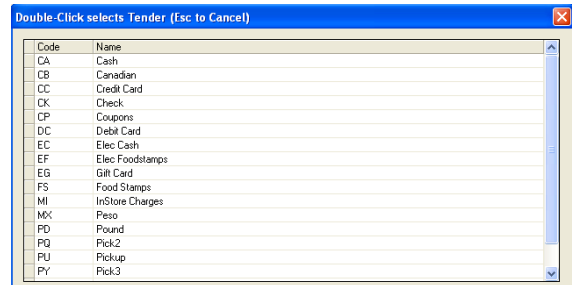



Table 38.2 contains a description of each field contained in the **Select a Tender** form.

SELECT A TENDER FORM- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Code	Lists all the tender codes in the system
Name	Displays the description of all the tenders

Table 38.2

Currency Maintenance Form

The **Currency Maintenance** form is used to add and/or maintain different currencies for currency conversion purposes. Currencies are then assigned to the tenders. The local currency is always represented as currency ID "1" with a value of 1.00. This form is displayed when you click the Currency button  on the toolbar in the **Tender Maintenance** form.

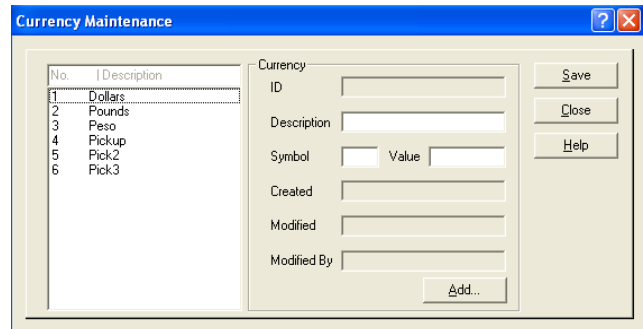


Table 38.3 contains a description of each field contained in the **Currency Maintenance** form:

CURRENCY MAINTENANCE FORM- FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
No	Displays the list of all ID numbers of the set up currencies in the system.
Description	Displays the names of all the currencies in the system.
ID	Displays the ID number of the retrieved currency or the ID number assigned by system sequentially in Add mode.
Description	Displays the name of the retrieved currency, or the currency name entered by user in Add mode.
Symbol	Displays the symbol assigned by user of the retrieved currency.
Value	Displays the current value of the denomination in the local currency (conversion rate).
Created	Displays the date and time the currency was created.
Modified	Displays the date and time the currency was last modified.
Modified By	Displays the name of the employee who set up the currency and/or last modified the currency.

Table 38.3

Tender Maintenance (continued)

Tenders Report



The **Tenders Report** function will produce a **Tenders** report listing all tenders currently in the system. This function is executed when  or  is selected from the **Tender Maintenance** form.

Table 38.4 contains a description of each field contained in the **Tenders** report.

Report field	Description	Format	Calculation
Tender #	Unique identifier number for the tender.	Number	None
Tender Code	Checkstand code used by user.	Text	None
Tender Name	Description of the tender.	Text	None
Tender Type	General classification for the tender. CA: used for cash, credit, debit, EBT, and gift. CK: used for checks and WIC. CH: used for in-store charge (MI).	Text	None
Depositable	Indicates if tender can be deposited.	N/A	None
Require ID	Indicates if an ID is required for the tender.	N/A	None
Active	Indicates if tender is currently active.	N/A	None
Currency ID	Currency ID associated to the tender and in which it is valued.	Number	None
Currency Description	Currency name associated to the tender.	Text	None
Refund OK	Indicates if tender can be used/given out for refund.	N/A	None
Require MGR Override	Indicates tender transaction requires a manager override to be completed if Require MGR Override is equal to "Yes". The tender transaction is allowed to be completed when the value is No.	N/A	None

Table 38.4

Selection Criteria:

Selection criteria consist of all tenders that currently exist in the system.

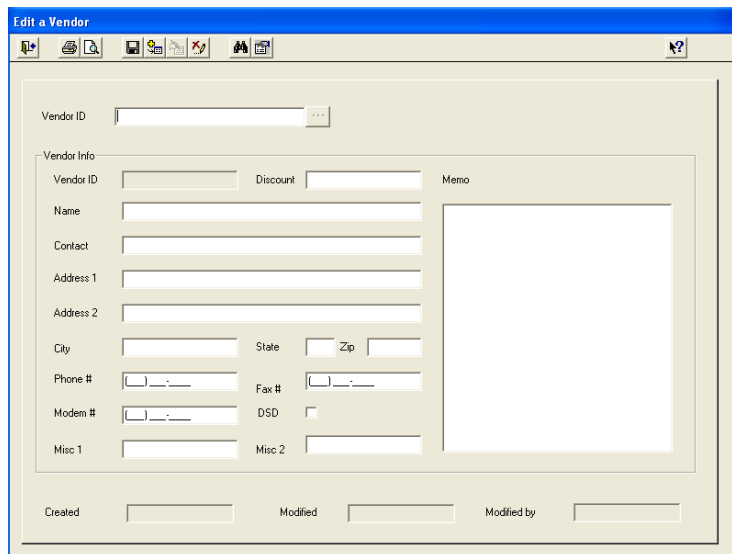
Sort Criteria:

Tender # - Ascending.

Vendor Maintenance

The **Vendor Maintenance** form is used to add, edit and delete vendor information.

Note: When deleting a vendor, an entry will be created in the user activity log in order to provide an audit trail of data removed from the system. (Refer to the **User Activity Tracking** topic in the **General Topics** section)



Vendor Maintenance (continued)

Table 39.1 contains a description of each field contained in the **Vendor Maintenance** form.











VENDOR MAINTENANCE – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Vendor ID	Displays all of the vendor numbers that can be selected (disabled in add mode)
Vendor ID	Displays the vendor number assigned by RETAIL™
Discount	Displays the discount given by the vendor. Discount is reflected on purchase orders and invoices.
Name	Displays the name of the vendor.
Contact	Displays the name of the person to contact.
Address 1	Displays line 1 of the vendor's address.
Address 2	Displays line 2 of the vendor's address.
City	Displays the city of the vendor's address.
State	Displays the state of the vendor's address.
Zip	Displays the zip code of the vendor's address.
Phone #	Displays the vendor's phone number.
Fax #	Displays the vendor's fax number.
Modem #	Displays the vendor's modem number.
DSD	Flag to indicate if the vendor delivers products directly to the store.
Misc. 1	Displays miscellaneous information for the vendor.
Misc. 2	Displays miscellaneous information for the vendor.
Memo	Displays miscellaneous information of the vendor.
Created	Displays the date and time when this vendor was created.
Modified	Displays the date and time when this vendor was last modified.
Modified by	Displays the name of person who made the last modification.

Table 39.1

Vendor Maintenance (continued)



Toolbar

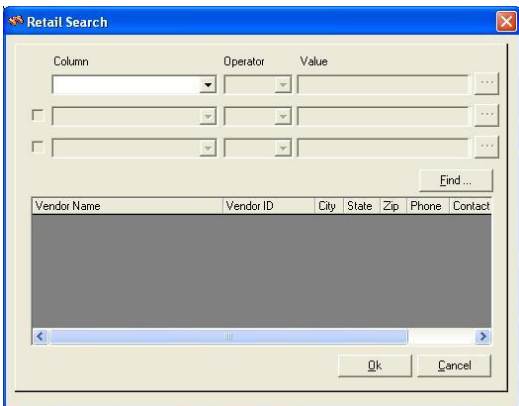
The following describes the functions supported by the toolbar located on the **Vendor Maintenance** form.

<u>Button</u>	<u>Description</u>
	Exit the current window.
	Print a Vendor report. (Refer to the Vendor Report topic in this section)
	Display the Vendor report on the screen. (Refer to the Vendor Report topic in this section)
	Save your entries or changes for the current record.
	Press to Add a Vendor .
	Press to Edit a Vendor .
	Delete the vendor currently displayed. The system will only allow you to delete a vendor if the vendor has no associated POs.
	Search for a vendor. (Refer to the Find Vendor topic in this section)
	Enter a vendor % up-charge. (Refer to Vendor Up-charge topic in this section)
	Activates the context-sensitive help.

Find Vendor


The **Find Vendor** form is used to search for a Vendor by Name, ID, City, State, Zip, Phone, Contact, or Modified Date.

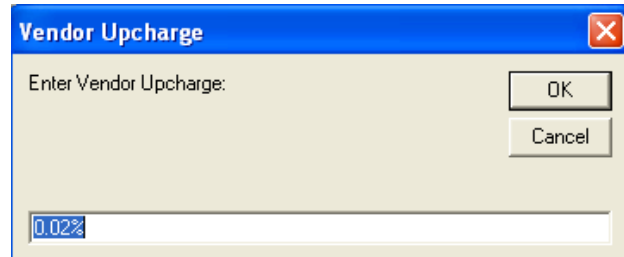
This form is displayed when the **Find Vendor**  button is clicked in the **Vendor Maintenance** form. All vendors matching the specified criteria will be displayed when the  button is clicked from the form; the vendor selected and **OK** clicked. The vendor information will be displayed on the **Vendor Maintenance** form.





Vendor Maintenance (continued)

Vendor Up-charge

The **Vendor Up-charge** form is used to enter percentage up-charge amount that will be applied to the price data printed on purchase orders and invoices. This feature would be used only when up-charges will be charged to customers at the checkstand. The same up-charge percentage charged to customers should be loaded here. This will then ensure that the gross margins printed on the purchase orders and invoices correctly reflect the price that will be charged when the product is sold. This form is displayed when the **Setting**  button is clicked from the **Vendor Maintenance** form toolbar. Click **OK** to apply the % up-charge to the purchases.



Vendor Report

The **Vendor Report** function is executed by selecting  or  on the **Vendor Maintenance** form. The **Vendors Report** form will display allowing selection of types of vendors to print on the report: DSD, Non-DSD Only, or both.

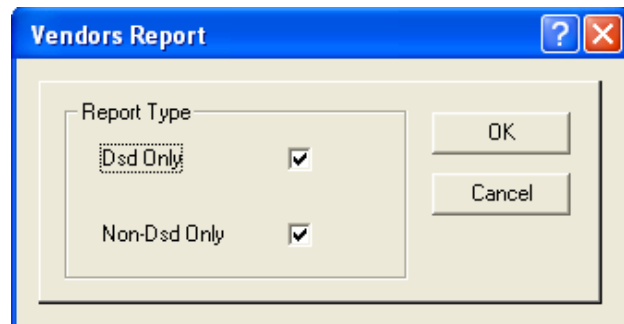


Table 39.2 contains a description of each field contained in the **Vendor** report, layout of which is contained in Appendix F.

Report field	Description	Format	Calculation
Vendor ID	Vendor #	Number	None
Name	Vendor name	Text	None
Phone #	Vendor phone #	Text	None
Address 1	Vendor Address	Text	None
Address 2	Vendor P.O. Box	Text	None
City	Vendor city	Text	None
State	Vendor state	Text	None
Zip Code	Vendor zip	Text	None
Discount	Vendor Discount %	Number (percentage)	None

Table 39.2

Selection Criteria:

Selection criteria consist of all vendors that currently exist in the system.

Sort Criteria:

DSD/Non-DSD

Vendor No - Ascending.


Templates Maintenance

The **Templates Maintenance** form is used to set up templates used by the RETAIL™ Wireless module and the Quick Add/Edit function in the Back End. Templates are used to define the fields that will be displayed on the form used in a specific function. This provides a very flexible way of defining the look and use of a screen.

Each template type from the drop down menu represents the functions for which templates can be defined. **Shelf Audit**, **DSD**, **Inv Count** and **Order** are functions supported by RETAIL™ Wireless while **Quick Add** and **Quick Edit** are functions available in the Back End.

TemplateID	TemplateName	TemplateType	Description
1	Add	Quick Add	Add Products
2	Edit	Quick Edit	Edit
3	Update 1	Shelf Audit - Update	Update 1
4	Update 2	Shelf Audit - Update	Update 2
5	Update 3	Shelf Audit - Update	Update 3
6	Update 4	Shelf Audit - Update	Update 4

To create and define a template:

1. Click the Add  button from the toolbar.
2. Select a template type from the **Template Type** list.
3. Type a name and a description.
4. Select fields that will be available on the template from the **Products Field**.
De-select the product by clicking on the product.
5. Select the users that will be able to use this template from the list of **Available Users**.
The assigned template will be used based on the user's password when signing-on to the Wireless or Back End modules.
6. Click **Save** to save the information.

For the Shelf Audit templates, the **Update Type** field will be available for use. Shelf Audit will allow the user to update product information from a wireless device. The **Update Type** determines how these updates will be completed either **immediately** or through a **Batch**. **Immediately** indicates that changes will be updated immediately to the system. **Batch** indicates that a product batch will be created with the changes that can then be applied later using the **Enter Prices for Ad/Batch** function.

The **Display** field is only accessible for those templates where date will be modified (That is: Shelf Audit, Quick Add, and Quick Edit). This field will indicate to the system, which fields should be available for modification and which fields will be display only (no modification) on the template. By default, all fields are editable on a template. To set the **Display** field, click on the field in the **Current box** and set the Display field to ☒.

Table 40.1 contains a description of each field contained in the **Template Maintenance** form.

TEMPLATE MAINTENANCE – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Template Type	Select a template type desired from the drop down menu.
Name	Name of the template, which will be displayed in the selection list.
Description	Optional description of the template being defined.
Product Fields	List of items that can be selected for the template.
Display Only	Identify whether the selected product is modifiable or not.
First Name / Last Name	List of available users that can be assigned the template.
Display Only field	Indicates if the item selected from the Product field will be display only (cannot be modified) or will be available for modification.
Template Grid	List of current set up and defined templates.

Table 40.1

Profile Maintenance

Note: The setup of this data is critical to the security of the entire system

Assigning Profiles to Back End menus

The **Profile Maintenance** form is used to assign menu profiles to employees to control the Back End menus each employee may view and access.

Menu Profiles are assigned to each employee in the Employee Maintenance form.

Example: a menu profile could be created for a Pricing Coordinator that allow access to the Product Maintenance, Enter Prices for Ad Batch, Product Movement screens, but prohibits access to Accounting information.

Menu Heading	Menu Description	Selected
CUSTOMERS	Customer Maintenance	<input checked="" type="checkbox"/>
	Bad Check Maintenance	<input checked="" type="checkbox"/>
	Electronic Coupons	<input checked="" type="checkbox"/>
	Electronic Coupon Movement	<input checked="" type="checkbox"/>
	Frequent Shopper Ranges	<input checked="" type="checkbox"/>
	Reset Frequent Shopper Points	<input checked="" type="checkbox"/>
	Instore Charge Maintenance	<input checked="" type="checkbox"/>
	Customer Focus	<input checked="" type="checkbox"/>
	 	<input checked="" type="checkbox"/>
	Synchronize Checkstands With Customer	<input checked="" type="checkbox"/>
INVENTORY	Synchronize Checkstands with Electronic	<input checked="" type="checkbox"/>
	Inventory Count	<input checked="" type="checkbox"/>
	Open a New Purchase Order	<input checked="" type="checkbox"/>
	Review a Purchase Order	<input checked="" type="checkbox"/>
	Receive an Invoice	<input checked="" type="checkbox"/>
	Inventory Analysis	<input checked="" type="checkbox"/>
	DSD Discrepancies	<input checked="" type="checkbox"/>
	&Invoices/Roll Back	<input checked="" type="checkbox"/>

Table 41.1 contains a description of each field contained in the **Profile Maintenance** form.

PROFILE MAINTENANCE – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Profile ID	Displays the name of the profile, used in assigning profiles in Employee Maintenance.
Profile Description	Displays a more detailed descriptive name of the profile.
Select All	Flag this field to select all of the forms within the RETAIL™ Back End.
Menu Grid	Lists all of the forms in the Back End, select by clicking in the box next to the form name.

Table 41.1

Schedule Maintenance

The **Schedule Maintenance** form is used to enter/maintain product schedules. These schedules can be used to limit the days and times in which a product can be sold. The schedule number is assigned to a product in the **Product Maintenance** function.

Click in the boxes in the Grid to select or deselect times that the product may be sold. Red signifies that the product cannot be purchased at that time, whereas Blue signifies a time that the product may be sold.

Table 42.1 contains a description of each field contained in the **Schedule Maintenance** form.

SCHEDULE MAINTENANCE – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Product Schedule Number	Displays the number of the schedule, used in assigning schedules to products via Product Maintenance.
Add New button	Press to create a new Schedule
Allow All	Press to clear the fields in the Detail section, to allow the product to be sold at all times.
Select All	Press to select all of the fields in the Detail section, to prohibit the product from being sold at all times.

Table 42.1

Reporting Services

Reporting Services is used to generate various sales, till statistics, and cashier reports in Retail, and create schedules to e-mail those reports automatically to one or more recipients. The reports can be scheduled to be sent daily, weekly, monthly, or once, and at the time of day you specify. They can be generated for the current day, previous day, week, month, or year, or a custom range of dates.

Begin by entering Windows task and E-mail information in the **Reporting Services Settings** form, accessed by pressing the Settings button in the upper right of the toolbar.

Enter the **Windows User Account** information. This is the **User Name** and **Password**. This must be the Retail Tasks user name and password that were created when Retail was installed.

Enter the **E-mail** settings. This is the account information used to send the reports by E-mail, that is, the E-mail *from* information.

After entering all the information in the settings form, you can create tasks. Return to Reporting Services to create tasks to schedule reports.

Create Tasks to generate reports.

Enter the **Task Name**, such as Daily Store Sales.

The **Enabled** field should be checked. If you want to disable this task so that it will not run, un-flag the checkbox.

Choose the **Report** that you want created from the drop-down.

Enter the E-mail Information.

Begin with the E-mail address that the report will be sent to. Separate multiple addresses with semi-colons.

Enter the Subject that will appear in the subject line of the E-mail.

Select Report Parameters.

In Report Parameters, select from the drop-down the criteria for generating the report in the **Schedule Report** field. You can choose from Current Day, Previous Day(s), Previous Weeks(s), Previous Calendar Month(s), Previous Calendar Year(s), or a Custom range of dates.

Depending on your selection in the previous field, the remaining fields may or may not be enabled. If the field is grayed out, it is not available for editing. For example, if you select Current Day for the Store Sales report, then none of the additional fields are available. If you select Custom dates, then the **Start Date and End Date** fields will be available for editing.

If you select Previous Day(s), Weeks(s), Month(s), or Year(s), then the field to the right will be available for editing. Select the number of days, weeks, months, or years by using the arrows to the right of the field.

If you selected Custom, enter the Start and End dates in the date fields.

To generate a Product Sales report, make selections in the fields below. You can enter a range of UPC s, or select a Department, Section, Vendor, or Product Group. To view movement for products with the same item code, select "Include products with same items codes". To generate a report with "Zero Movers Only", flag this field.

Press Save in the toolbar when you have entered all of the parameters. This will enable the Task Trigger fields.

Create Task Triggers

Select the **Schedule Task** criteria from the drop-down. You can select Daily, Weekly, Monthly, or Once.

Enter the **Time** of day in the time field.

Press the **Add Trigger** button. The trigger for the job will be displayed in the box to the left. To create another trigger, repeat by making another selection from the drop-down.

Depending on your selection in the Schedule Task drop-down, other fields may become available. For example, if you select "Weekly", then fields will be displayed for you to select the days of the week to E-mail the report.

To remove a trigger, highlight the trigger in the list box, and press the **Remove Trigger** button.

Table 43.1 contains a description of each field contained in the **Reporting Services** form.

NOTE: Some of the fields listed will not be displayed unless the corresponding option is chosen.

REPORTING SERVICES – FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Task Name	Enter the name of the Task you are creating.
Enabled	Task is enabled. Clear the check box to disable the task so that it will not run.
Report	Select the name of the Report that you want generated.
E-mail To	Enter the email address that the report will be sent to. Separate multiple emails with semi-colons.
Subject	Type in a description that will appear in the subject line of the email.
Report Parameters	
Schedule Report	Drop-down to select the date criteria for creating reports, for example, Daily or Weekly.
Days/Weeks	This field is dependent on what was selected in the Schedule Report field. For example, if you choose Previous Days, you can select the number of Days to generate the report for.
Start Date	This field will be enabled if "Custom" was selected in the Schedule Report field.
End Date	This field will be enabled if "Custom" was selected in the Schedule Report field.
UPC	A UPC or range of UPCs can be entered for Product Reports.
Include Hash Department	Hash Departments are "non-sales" departments and do not usually appear in Store Sales. For example, Bottle Returns. Flag this field to include Hash Departments in the report.
Department	The Department for Product Sales Report (optional).
Section	The Section for Product Sales Report (optional).
Vendor	The Vendor for Product Sales Report (optional)
Other	The Product Group for Product Sales Report (optional)
Task Trigger	
Schedule Task	Select the criteria for emailing the report, such as Daily, Weekly, Monthly, or Once.
Time of Day	Enter the time of day that the report will be e-mailed.
Schedule Task Weekly	Use the arrows to select the number of weeks between e-mailing of reports. For example, select '1' to e-mail the report every week, or '2' to e-mail the report every other week. Put a checkmark next to the day or days of the week you would like to report sent.
Schedule Task Monthly	Use the arrows to select the number of months between e-mailing of reports. For example, select '1' to e-mail the report every month, or '2' to e-mail the report every other month. Put a checkmark next to the months that you would like the reports sent.
Add Trigger	Press the Add Trigger button to create the task.

Table 43.1

Table 43.2 contains a description of each field contained in the **Reporting Services Settings** form.

REPORTING SERVICES SETTINGS– FIELD DESCRIPTIONS	
FORM FIELD	DESCRIPTION
Windows Account	Windows Account for Scheduling Tasks
User Name	The name used to sign on to Windows when you first sign on to your computer.
Password	The password used to sign on to Windows. This field is encrypted.
E-mail Settings	User Information for the E-mail that will be sent from.
Name	Enter your name as you want it to appear on the E-mail being sent.
E-mail Address	Enter the E-mail address that the report will be mailed FROM.
Server Information	
SMTP Server	Enter the SMTP Server name. For example: smtp.gmail.com
Logon Information	
SMTP Requires Authentication	Put a checkmark in this field if your SMTP server requires a name and password.
User Name	Enter the User Name which is used for your email account.
Password	Enter the Password used to access your email account.

Table 43.2

Print Employee Report



This function will produce an **Employees** report listing all employees that currently exist in the system. The layout of this report is contained in Appendix F. This function is executed when  or  is selected from the **Employees** form or when the **Print Employee Report** function is selected from the **Administration** menu.

Table 44.2 contains a description of each field contained in the **Employee** report.

Report field	Description	Format	Calculation
Employee	Employee number	Number	None
Cashier Password	Cashier password	Number	None
Checkstand Security	Checkstand security level	Number	None
Admin Password	Administrator (Back End) password	Number	None
Admin Security	Administrator (Back End) security level	Number	None
First Name	Employee name	Text	None
Last Name	Employee name	Text	None
DL #	Employee D/L number	Text	None
Job Title	Employee job title	Text	None
Active	Indicator if employee is active	True/False	None
Purchases	Amount of purchases made by the employee (not used)	Currency	None

Table 44.1

Selection Criteria:

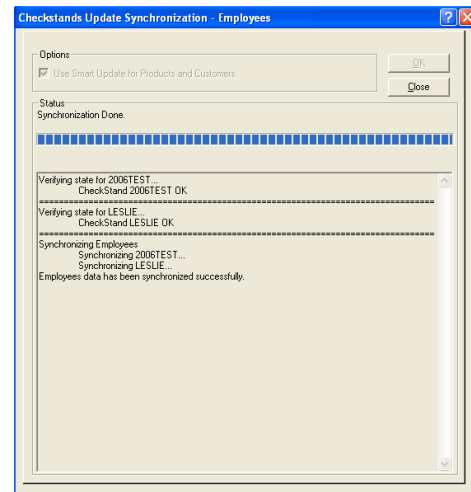
Select all records contained in the **Employees** table where the deleted field is set to “No”.

Sort Criteria:

None.

Synchronize Checkstands with Customers/Employees

The **Synchronize Checkstands** form is used to update the checkstand databases with the latest customer and employee information. After adding, editing, or deleting customers and employees the checkstand computers **must** be updated so they have the latest information. When editing or adding a new employee, the system will open this form automatically. When deleting customers or employees, this function will physically delete (or flag in the information from the Back End employee and customer databases.



Processing Restrictions:

There is no restriction. It can be run any time.

Synchronize Checkstands with Employees (continued)

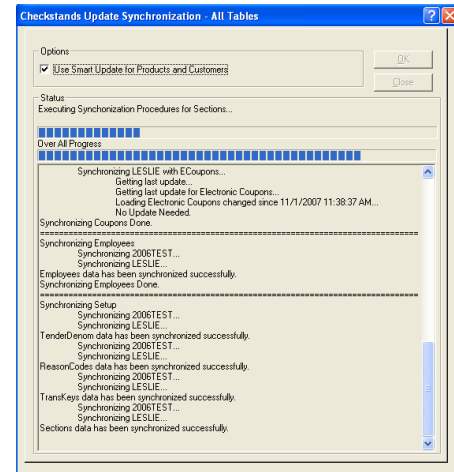
Processing Specifications:

1. Select the Checkstands to be updated (usually all) under the **Checkstands** tab. Click **OK** to start the process.
2. The system connects to all Check Stands selected. If an error occurs the system will prompt you with a message "Cannot connect to some of the Checkstands" "Do you still want to continue?"
3. If you select **NO**, the system will abort this function.
If you select **YES**, then the system will continue this function. However, the checkstands, which caused the error, will not be updated with the employee information.
In either case, the system is having problem connecting to the checkstands and corrective action should be taken.

Synchronize Checkstands with All Tables

The **Synchronize Checkstands with All Tables** form is used to update the checkstand databases with the latest information. All of the tables in RETAIL™ are updated by this function. Information includes POS Information and Receipt Banners, Sections, Tenders, Departments, Work Stations, Tax Table, Currencies, Reason Codes, Transaction Keys (Security) data, Customers, Products, and Employees. After making any changes to data, the checkstand computers must be updated so they have the latest information.

Data may also be updated to the checkstands on a set schedule. To set up a schedule, go to the **System Information** task in the **Administration** Menu. Press the Setup Synchronization Job button on the form.



Processing Restrictions:

No restrictions - can be run at any time. Checkstands will use updated information when next order is processed.

Processing Specifications:

1. Select the Checkstands to be updated (usually all) by clicking in the ☒ next to the Checkstand name. Click **OK** to start the process.
2. The system connects to all Checkstands selected. If an error occurs the system will prompt you "Cannot connect to some of the Checkstands" "Do you still want to continue?"
If you select **NO** the system will abort this function.
If you select **YES** then the system will continue this function. However, the checkstands that caused the error will not be updated with the system information. In either case, you should look into the reason that the checkstand is not recognized.

Appendices

Appendix A - Initializing the System

Introduction

Now that you've got the RETAIL™ system installed, you'll want to initialize the system with critical data. The purpose of this section is to give a good understanding of the sequence of tasks required to initialize RETAIL™ prior to use. These steps are required in order to properly setup the data that is required to support RETAIL™.

Note: Failure to properly complete these steps will result in errors when using RETAIL™.

The steps are listed sequentially and should be completed in the order they appear. The steps refer you to the menu selection that is required to support the specific step.

Note: RETAIL™ should be installed prior to completing these tasks.

Access the RETAIL™ Back End module and complete the following steps listed below. You can use the default password (**Back End = 19; Front End = 13**) to access the system.

Step 1- Setup System Setup Information

You will find the tasks related to step 1 under the **SETUP** section of the **Administration** menu. You will need to complete the following tasks in order to configure the system setup information:

1. Setup **System Information** attributes that effect the Back End system (e.g., 24 hour store)
 2. Setup **POS** (point of sale) **Information** which includes system limits, tax tables, discounts, receipt banners, and savings messages.
 3. Setup **Security Administration** data which includes security levels for both Checkstand and Back End functions
- 1) Access the **System Information** function under the **SETUP** section of the **Administration** menu and complete the following tasks:

Click on the **Defaults** tab to setup various system parameters used by the Back End. Under the **Defaults** section, transaction history backup (archival) and system log files history time frames are entered as well as configurable attributes used in the Back End system. Under the **Licensee** tab, the licensee name used by the system is displayed as well as the contents of the logo file. *Changing the name will invalidate the license.* The logo is a bitmap file (accessible by Microsoft Paint) that can be easily modified. The logo file is used by the Back End and Front End systems to print on reports and receipts respectively. The logo file must exist in the **C:\Program Files\Retail\Backend** directory on the Back End computer(s) and in the **C:\Program Files\Retail\POS** directory on the Checkstand computers.

Note: Refer to the *Running a 24-Hour Store* topic contained in the Appendices.

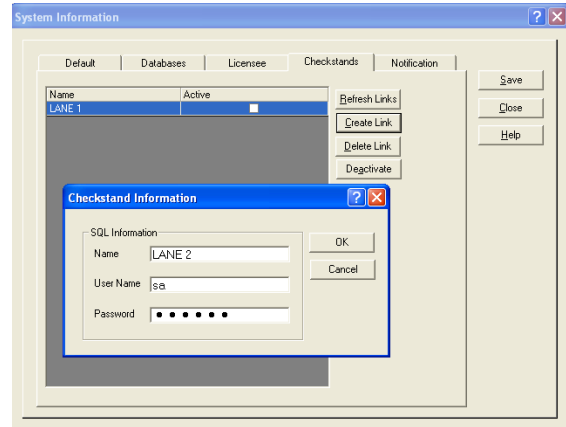
The screenshot shows the 'System Information' dialog box with the 'Defaults' tab selected. The dialog has several sections:

- Backups/Defaults:** Transaction history (24 day(s)), System log history (21 day(s)), 24 Hour Store (checkbox), Auto Sign-Off after (0 minute(s)).
- Transactions:** Default Credit Limit for Customer (\$2,000.00), Clear Suspended Transactions (Resume), Track Weighted Items Count (Track Scaled Items by each).
- Products:** Allow Alpha Updates (Item Codes) (checked), Allow Discount While on Sale (checked), Allow Zero Prices (checked), Apply Best Allowance Only (checked), Require Vendor (checkbox), Track Double Coupons (checked).
- Auto Store Close:** Setup Store Close, Last Store Close: 11/4/2007.
- Files:** Archive Data File (C:\POSServer\Archive\), Cost Changes File.
- Passwords:** Cashier Expire Days (0), Admin Expire Days (0), Minimum Length (0).
- Data Synchronization:** Setup Synchronization Jobs, Quantity Halo (200).

 Buttons for Save, Close, and Help are on the right.

Step 1- Setup System Setup Information (continued)

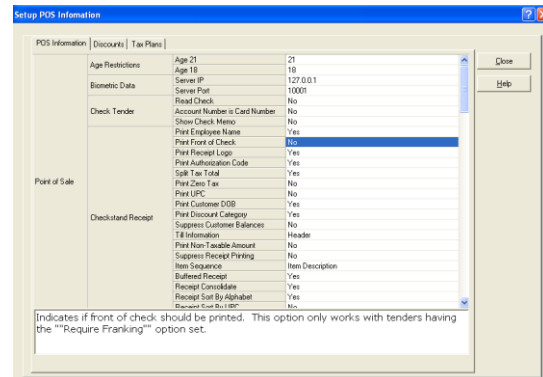
Click on the **Checkstands** tab to add all of the checkstands to the system. Press the **Create Link** button and enter the Name, User Name (default sa) and password of the checkstand. Press OK. If the server cannot connect an error message will display. Continue to add all of the checkstands to System Information.



- 2) Access the **POS Information** function under the **SETUP** section of the **Administration** menu and complete the following tasks:

Setup POS Information

Point of Sale tab is where the initial checkstand loan-in amounts, configuration settings, various tendering limits and coupon setup occurs. This is needed so the front-end system can operate efficiently and enforce certain store policies. Scroll down the list and enter appropriate data in each of the fields. The data is automatically saved as it is entered. As you select the different fields a description of the field is displayed in the Description field at the bottom of the form.

**Setup Receipt Banner**

The **Receipt Banners** section is used to setup information that will print on the various receipts generated by RETAIL™. Multiple lines can be entered for each type of banner as well as the font size, bold property and print alignment for each line.

Receipt Banner	Check Franking	1	Deposit Information
		2	RETURNED CHECKS (+20.00 SERVICE FEE)
	Credit Card Header	1	Goodwin's Market
		2	5041 La Mart
		3	Riverside CA 92507
	Deposit Info	1	NatWest
		2	Henry's Discount Food
		3	5 Pleasant Lane
	Header	2	Thank You
		1	Goodwin's Market
	Trailer	1	Thank You

The banner types include:

Check Franking: Prints on the back of the checks.

Credit Card Header: Prints on the top of the credit card slips.

Check Deposit: Prints on the back of the checks.

Receipt Header: Prints at the top of the receipt and checkstand screens.

Receipt Trailer: Prints at the bottom of the receipt and checkstand screens.

Step 1- Setup System Setup Information (continued)**Setup Savings Messages**

The **Savings Messages** section is used to setup messages that will print on the checkstand receipt and screen for certain checkstand functions. Select the message you wish to modify by clicking on the particular line. The system will allow you to modify the content of the message, as well as the font size, bold property and print alignment for each message.

Savings Msg	Customer Discount Msg	Cust Disc	Cust Disc
	Customer ID	Customer ID #:	Customer ID #
	Customer Surcharge Msg	MsgCustSurch	Cost Plus
	Frequent Shopper Msg	Frequent Shopper Points	Frequent Shopper Points
	Item Discount Msg	Item Disco	Item Disco
	Nextuse Coupon Desc 1	Desc 1 entered on coupon form	Desc1EnteredOnCouponForm
	Nextuse Coupon Desc 2	Desc 2 entered on coupon form	Desc2EnteredOnCouponForm
	Nextuse Coupon Desc 3	Desc 3 entered on coupon form	Desc3EnteredOnCouponForm
	Nextuse Coupon Desc 4	Desc 4 entered on coupon form	Desc4EnteredOnCouponForm
	PriceSavingsAbbr	PLA	PLA
	Pricing Level Saving Msg	PLS Message	PLS Message
	Savings Msg	You Saved	You Saved

Setup Totals

The **Totals** section is used to modify messages that will print on the checkstand receipt and screen for certain checkstand functions. Select the message you wish to modify by clicking on the particular line. The system will allow you to modify the content of the message, as well as the font size, bold property and print alignment for each message.

Totals	Change	Change	(Formatting Only)
	Not - Taxable	Not - Taxable	(Formatting Only)
	Sub Total	Sub Total	(Formatting Only)
	Tax A	Tax A	(Formatting Only)
	Tax B	Tax B	(Formatting Only)
	Tax C	Tax C	(Formatting Only)
	Tax D	Tax D	(Formatting Only)
	Tender Amount	Tender Amount	(Formatting Only)
	Total	Total	(Formatting Only)

Setup Taxes

The **Tax** tab is where the tax information is setup. RETAIL™ allows up to 4 taxes on any product or department. Taxes can be setup as a percentage rate or as a tax table. Click on the **Using Tax Rate** button and enter the percentage into the Tax Rate field or click on the **Using Tax Table** button to setup a tax table.

Step 1- Setup System Setup Information (continued)

Tax Table Setup

Example of 7.00% Tax Table

Beginning Value	Ending Value	Tax Amount	Difference (Beginning-Ending)
.01	.09	.00	.08
.10	.14	.01	.04
.15	.28	.02	.13
.29	.42	.03	.13
.43	.57	.04	.14
.58	.71	.05	.13
.72	.85	.06	.13
.86	1.09	.07	.23
1.10	1.14	.08	.04
1.15	1.28	.09	.13
1.29	1.42	.10	.13
1.43	1.57	.11	.14
1.58	1.71	.12	.13
1.72	1.85	.13	.13
1.86	2.09	.14	.23
2.10	2.14	.15	.04
2.15	2.28	.16	.13
2.29	2.42	.17	.13

Light = 1st Repeat Range; Dark = same range being repeated.

Based on the tax table above, the following entries would be made into the Tax form in RETAIL™:

Tax Form Entries

- 1) **Repeat Range** = Sales value of end of repeat range (\$1.09) minus Sales value of record before 1st entry in repeat range (\$.09) = \$1.00
- 2) **Repeat Tax** = # of entries in repeat range. In this case .14 through 1.09 = 7. So enter in \$0.07
- 3) **Tax Table** - Enter in all entries (ending values) through end of 1st repeat range. Including entries which precede the repeat range (in this case only 1st entry .01 - .09)


Step 1- Setup System Setup Information (continued)**Setup Discounts**


The **Discounts** is used to enter/maintain discount arrangements. These discounts are assigned to customers in the **Customer Maintenance** function.

To create a new discount, press the **Add** button. To edit an existing discount scroll using the right or left arrows. Check Product Category A or Product Category B or both. Select the days of the week for the discount to apply and fill in a discount percentage. The discount will only work with product, departments, or sections flagged with either Product Category A, B or both. The Discount Threshold is the dollar amount the customer has to purchase in order to be eligible to receive the discount.

- 3) Access the **Security Administration** function under the **SETUP** section of the **Administration** menu and complete the following tasks: *(The setup of this data is critical to the security of the entire system)*

Establish security levels, limits, and reason codes for the checkstand and back-end functions.

For each **Checkstand Function** designate an overall minimum and maximum amount that can be completed at the front-end as well as a limit for each security level. Indicate if reasons are required when using the function and enter the reason codes for the function by clicking on the Reason Code button .

For each checkstand **Manager Function** designate the security level required to complete the function and indicate if reasons are required when using the function. Enter reason codes by clicking on the Reason Code button .

Note: The highest security level an employee can be assigned is level 20. If you assign security level 20 to a transaction key (for example, Paid In), the transaction cannot be overridden by a manager.

Step 2 - Setup Maintenance Information



You will find the tasks related to step 2 under the **MAINTENANCE** section of the **Administration** menu. The following tasks will need to be completed in order to complete the setup of maintenance information:

- 1) Setup **Tenders** in order to support checkstand tendering of orders.
- 2) Setup **Departments** in order to classify the products that will be entered.
- 3) Setup **Sections** in order to classify products that will be entered.
- 4) Setup **Vendors** in order to correctly assign vendors to products.
- 5) Setup **Employees** and assign their security levels.

- 1) Access the **Tender Maintenance** function under the **MAINTENANCE** section of the **Administration** menu and complete the following task:




An unlimited number of tenders can be supported by RETAIL™. A pre-configured set of tenders is distributed with the system. Only certain attributes will be available for edit in regards to these tenders. However, for all other tenders added to the system, all attributes are available for modification. Tenders can be assigned to currencies entered in the system in order to facilitate currency conversion at the checkstand (*Refer to the Foreign Currencies section contained in the Appendices*). Proper setup of the Tenders will ensure that checkstand tendering will function properly.

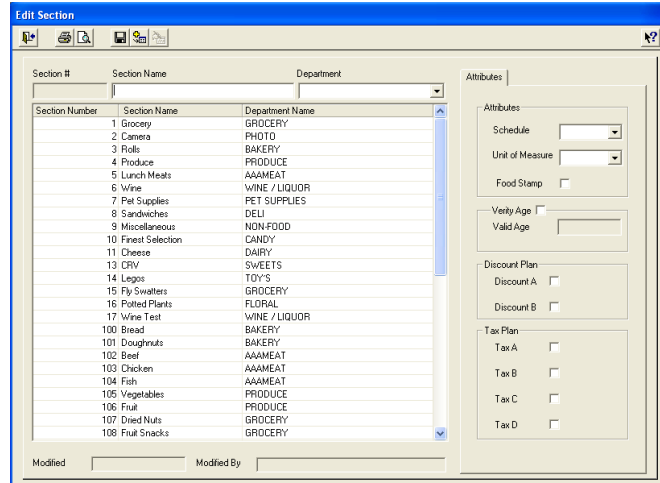
- 2) Access the **Department Maintenance** function under the **MAINTENANCE** section of the **Administration** menu and complete the following task:

Departments are the largest classification for a product and are necessary before you start to build your product file. Determine the major classifications of products in your store and enter in the departments under this tab. Sub-Departments (up to 9 per department) can also be added. This is important to setup **before** you begin adding products so they are correctly classified as you add them. You cannot add an item in Product Maintenance without assigning a department. Click on the **Add** button  in the toolbar to *add a department*. Enter in the department information and attributes. Click on the **Miscellaneous** tab to enter additional data and press the **Save** button . To *edit a department*, click on the **Edit** button. Select the department you want to edit by clicking on it from the list.




Step 2 - Setup Maintenance Information (continued)

- 3) Access the **Section Maintenance** function under the **MAINTENANCE** section of the **Administration** menu and complete the following task:

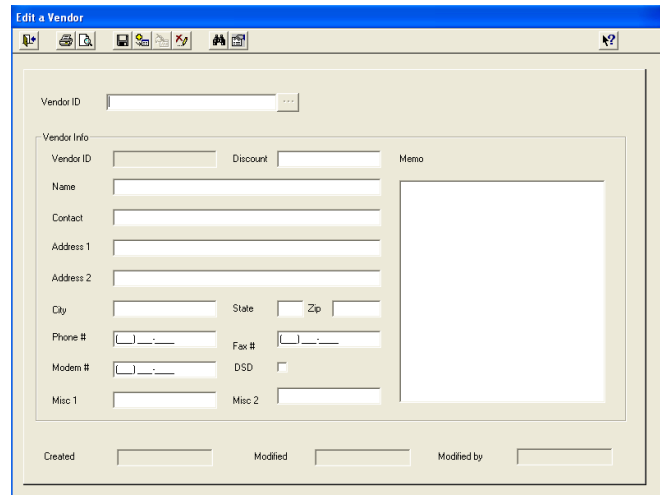
Sections need to be setup so products can be further classified into sections and subsections. This is important to setup **before** you begin adding products so they are correctly classified as you add them. Decide how you want the sections established and add the sections you desire. To **add a section**, click on the **Add** button . Enter the section number, section name and department the section belongs to. Enter section attributes and press the **Save** button . To **edit a section**, click on the **Edit** button . Select the section you want to edit by clicking on a section from the list.





- 4) Access the **Vendor Maintenance** function under the **MAINTENANCE** section of the **Administration** menu and complete the following task:

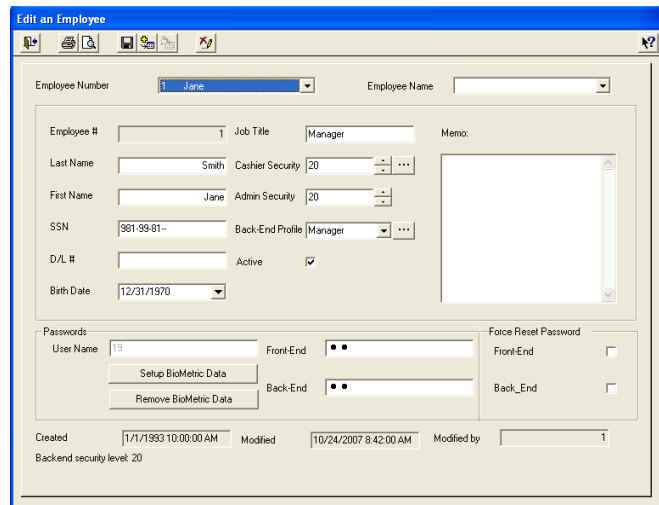
Vendors are important to setup for many of the same reasons as sections. This is important to setup **before** you begin adding products so they are correctly assigned a vendor as you add them. Click on the **Add** button  in the toolbar to **add a vendor**. Enter the appropriate data for the vendor. Press the **Save** button  in the toolbar to save your data. Click on the **Edit** button  on the toolbar to **edit a vendor** you have entered.



If you have set "Require Vendor" in System Maintenance, vendors must be setup, or you will not be able to add items in Product Maintenance.



- 5) Access the **Employee Maintenance** function under the **MAINTENANCE** section of the **Administration** menu and complete the following task:

Employees need to be setup in order to gain normal access to the system. When RETAIL™ is installed, a default employee exists that allows you to gain access to the system (password = 19). Now you need to setup your employees that need to use the RETAIL™ Back End and Front End. Click on the **Add** button  and enter the appropriate information for each employee. Set the security level of the employee based on the security levels you established earlier in the **Security Administration** function (click on the  buttons next to the Security fields to view the security levels). Enter the employee's **Cashier Password** (password for the front-end module) and **Back-End Password**.




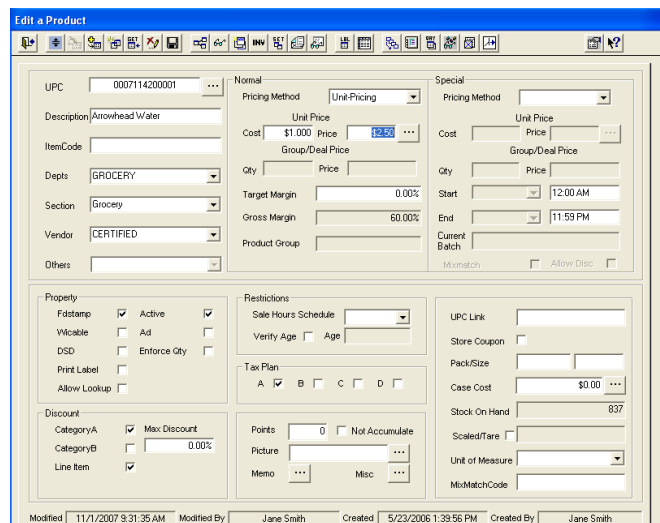
Press the **Save** button  in the toolbar to save your changes. Click on the **Edit** button  in the toolbar to *edit an employee* you have entered.

Step 3 - Setup Products Information

You will find the task related to step 3 under the **Point of Sales** menu. You must enter all **Products** into the main product file.

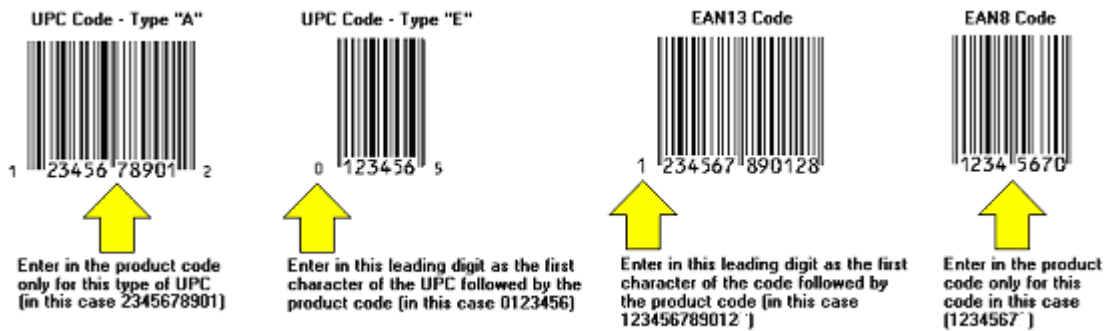
- 1) Access the **Product Maintenance** function under the **PRODUCTS** section of the **Point of Sales** menu and complete the following task:



Products are the heart and soul of RETAIL™. Up to this point we have just been preparing the system for the creation of the product file. To *add a product*, click on the **Add** button . When you enter products make sure they are classified with the proper department, section, and vendor. Enter the normal pricing for the product and any special pricing that may be in effect. (See the note below on entering product codes). Enter the appropriate properties, discount arrangements, tax plans and other information related to the product. Enter in a Stock on Hand in order to establish your **beginning inventory** for the product. Other data for the product (e.g., pricing levels, secondary vendors, product groups) can be entered by clicking on the various toolbar buttons. Make sure you refer to the **Manage Products** topic of the **Back End How To...** section and the **Product Maintenance** topic in the **Back End Detail Documentation** section for more information on all of the data that can be entered for a product. Press the **Save** button to save the product information. Click on the **Edit** button in the toolbar to *edit a product* you have entered. To *delete a product*, click on the **Delete** button in the toolbar.



Step 3 - Setup Products Information (continued)

Note: Scan the product UPC codes to ensure they are entered correctly. While in the Add mode and with the cursor in the UPC field, scan the product and the UPC code should appear in the field. If you manually key in the UPC codes, then follow the examples below:



If you'd like to print shelf labels for the products, click on the **Labels** button  in the toolbar. This will print labels for all products that have a check mark in the **Label** field or click on the **Export Labels** button  to export the product data to a text file (ProductLabels.txt) for use in importing into a label-making program.

Step 4 - Setup Safe Balance

You need to establish a starting balance for your safe in order to balance the safe at the end of the first business day. The starting balance needs to be entered into RETAIL™ **prior** to the first business day. Access the **Safe Statistics and Balancing** function under the **REGISTERS** section of the **Point of Sales** menu.

To enter the starting safe balance press the **Safe Audit** button in the toolbar and answer “yes” to the prompt “Do you want to perform a safe audit now?” Enter the date for the audit to take effect. Answer “yes” to the prompt “Would you like to enter your balances now?” After you enter your new safe balances for Cash, Food stamps, etc, press the save button in the toolbar.

Note: Make sure to include any till amounts in your safe count. Whatever money you have set aside for the tills for the first day need to be included otherwise your safe count will be out of balance.

The 'Safe Statistics and Balancing' window displays a table with the following data:

	Opening	Adjustments	Pickups	Loans	Reconcile	Deposits	Ending
Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$5,249.55	\$5,249.55	\$0.00
Check	\$0.00	\$0.00	\$0.00	\$0.00	\$317.22	\$317.22	\$0.00
WIC	\$0.00	\$0.00	\$0.00	\$0.00	\$20.99	\$20.99	\$0.00
Pound	\$0.00	\$0.00	\$0.00	\$0.00	(\$2.50)	\$0.00	(\$2.50)
Pick3	\$0.00	\$0.00	\$182.00	\$0.00	\$26.00	\$208.00	\$0.00
Totals	\$0.00	\$0.00	\$182.00	\$0.00	\$5,611.26	\$5,795.76	(\$2.50)

Click on the **Labels** button in the toolbar and enter the currency levels into the appropriate **Rows** as you will want them to be displayed. Press the **Save** button to save the information. Safe Contents allows you keep a record of the contents of your actual safe on a daily basis. Once you've entered all the amounts, the **Total** amount should equal the ending amount in your safe. The numbers entered in the Safe Contents section are not counted in the Balancing.

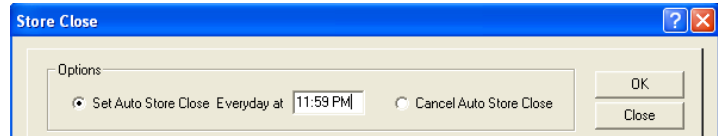
The 'Safe Statistics Format' window shows a list of 15 rows for labeling currency levels. The labels are:

- Row 1: Pennies
- Row 2: Nickels
- Row 3: Dimes
- Row 4: Quarters
- Row 5: Half Dollars
- Row 6: Ones
- Row 7: Fives
- Row 8: Tens
- Row 9: Twenties
- Row 10: Fifties
- Row 11: Checks
- Row 12: Description 12
- Row 13: Description 13
- Row 14: Description 14
- Row 15: Description 15

Buttons for OK and Cancel are located on the right side of the window.

Step 5 – Store Close

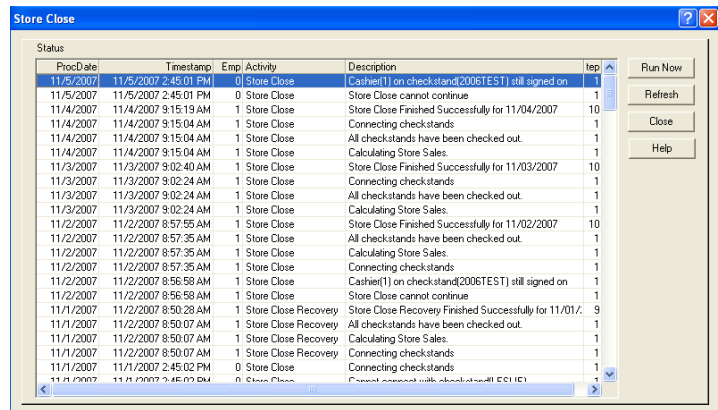
If running a normal store, you should set up a store close job that will run automatically every day at a specified time. From the **System Information** form, press **Setup Store Close** and enter the time of day you would like the store close to run.



If running a 24-hour Store, you must run a store close before beginning operation. You cannot run an automatic store close, but instead need to run Store Close manually from the **Operations** menu.

In order to establish the correct processing date in the system, a **Store Close** must be completed at the end of the first business day. If there is a chance a store close cannot be completed, execute a Store Close the night before the first business day (no data will be processed) but the processing date will be initialized properly.

Store Close should be executed daily in order to ensure the system runs efficiently. Certain data files are cleaned out as part of a regular store close and not part of a store close recovery (i.e., store close run next day).



Finish

You have now completed the initialization of RETAIL™. The system is now ready to begin processing customer transactions. You'll want to test the system to ensure that it has been setup properly.

Another task that could be done now is to setup your current customers within RETAIL™ using the **Customer Maintenance** function. This is not a mandatory step since RETAIL™ will function without this data. It's up to the user to decide if they'd like to establish their customer file at this point.

Appendix B – Running a 24-Hour Store

Overview

RETAIL™ supports the operation of a 24-Hour store which includes stores which operate under one of the following scenarios:

- 1) A store which never physically closes
- 2) A store that wishes to do a store close prior to actually physically closing the store
- 3) A store that operates passed 12:00 AM

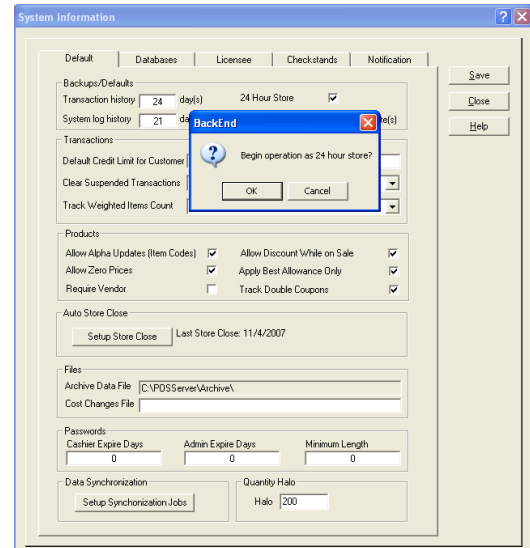
When a Store Close function is performed on a 24-Hour store, the transactions processed up to that point will be posted against the day being closed. All transactions processed **after** the store close is run will be posted to the **following** day. During the Store Close process, the front-end checkstands can continue to function without signing-off. However, they will be required to insert a new drawer and will be loaned-in for the new processing day.

In a regular store, RETAIL™ uses the calendar date as its processing date. Each transaction is posted with the current date. In a 24-Hour store, RETAIL™ keeps its own processing date that is independent of the calendar date. This processing date is changed whenever the Store Close process is completed. In other words, if the Store Close process is run at 10:00pm on 12/10/08, the processing date will now become 12/11/08 even though the calendar date is still 12/10/08.

Setup

Setup of a 24-Hour store is very easy. Using the **System Information** function under the **Administration** menu, click on the **Default** tab. Click on ☒ the 24-Hour Store field. Make sure to update all of the checkstands once you have completed this selection.

Note: This should be done prior to the first business day of operating as a 24-Hour store and after a store close if the store has been operational for any period of time.



Special Considerations

Special Pricing

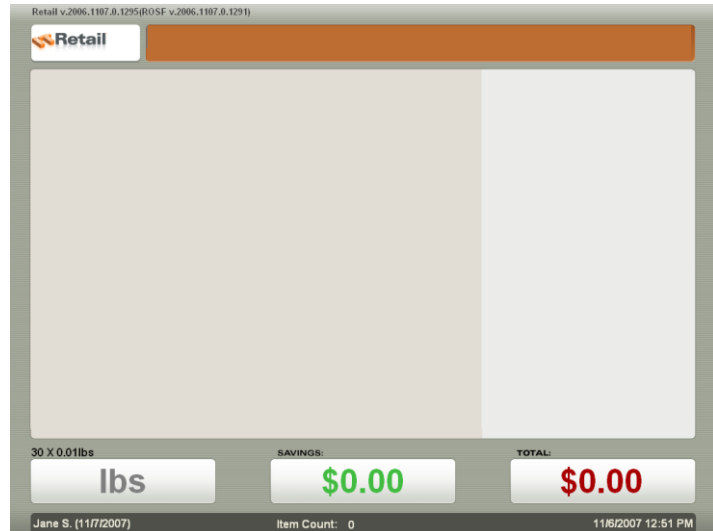
Running a 24-Hour store does not affect the way that special pricing is treated in the system. Special pricing still becomes effective based on the **calendar date**. If a product has special pricing, then at 12:00 AM of the start date, the pricing will become effective regardless of the processing date.

Checkstand Operation

Checkstand Screen

The Checkstand operation is basically the same for a 24-Hour store. The most notable difference is in the display of the processing date on the checkstand. The processing date is displayed in the bottom left-hand corner of the checkstand screen. The date in the bottom right portion of the form reflects the current system date. In this case the current system date is 11/06/07, while the processing date is 11/07/07. In this scenario, each transaction is posted with 11/07/07 as the processing date.

The functions for the checkstand will operate in the exact same manner, regardless of whether or not the store is a 24-Hour store.



Store Close

When the store initiates a store close for the current processing date, any checkstands that are currently signed on will receive a message that the store close is in process and they need to insert a new drawer. This message will appear as soon as the cashier begins a new transaction after the store close process has begun. While the store close is running, the checkstand will be put into Store Close mode and this will be reflected in the title bar in the left-hand corner of the screen.

At this point, the cashier needs to insert a new drawer prior to processing the next transaction.

24-hour store processing date
being changed.
Please insert a new drawer for
11/8/2007 before proceeding
with current order.
Please ask manager to print a
Till Status Report for the day.

Press Enter for YES
Press Clear for NO

When the user responds to this message, the following will occur:

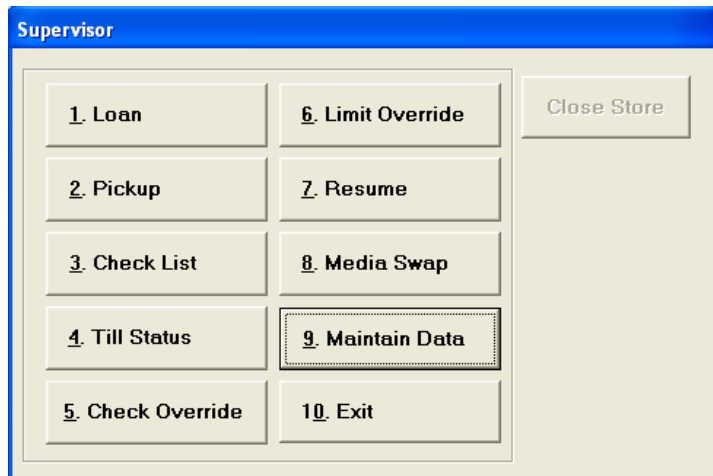
- 1) A till status for the current processing date will print (a manager password will be required).
- 2) The checkstand will be loaned-in for the new processing date and a till status will be printed for the new processing date.
- 3) The processing date on the checkstand screen will be changed to reflect the new processing date.

The cashier can continue to ring-up transactions while in Store Close mode. The transactions will now be posted under the new processing date. When the Store Close has finished, the Store Close message will be removed from the checkstands' title bar.

Checkstand Operation

Stand Alone

If for some reason the checkstand is operating in stand-alone (e.g., server or network is down), there may be a need to manually change the processing dates on the checkstand. This will usually only need to be done if the checkstand has been operating in stand alone for an extended period of time. The processing date can be changed via the manager menu on the checkstand. The **Close Store** button will become available for selection on the menu. Select this option and a new processing date can be entered. The processing date will then be changed for the checkstand where the update is occurring. This process will need to be completed for every checkstand.

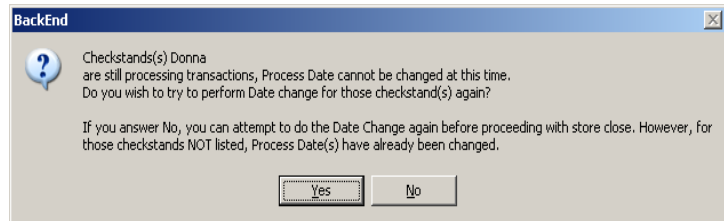


Note: transactions will be posted with the new processing date as soon as it is changed. Make sure to only use this feature in the event that the network is inaccessible beyond the time that the store close process normally changes the processing date.

Back End Operation

Store Close

The store close process for a 24-Hour store can be run at any time during the day. The steps are the same as a regular store close except for an additional step that updates the processing date on each of the checkstands to the new date (the next day). This update should occur without any user intervention except if a checkstand is in the middle of ringing-up a transaction. In this case, the processing date cannot be modified and a message will be displayed as depicted on the right displaying the name of the workstations that are currently processing transactions.

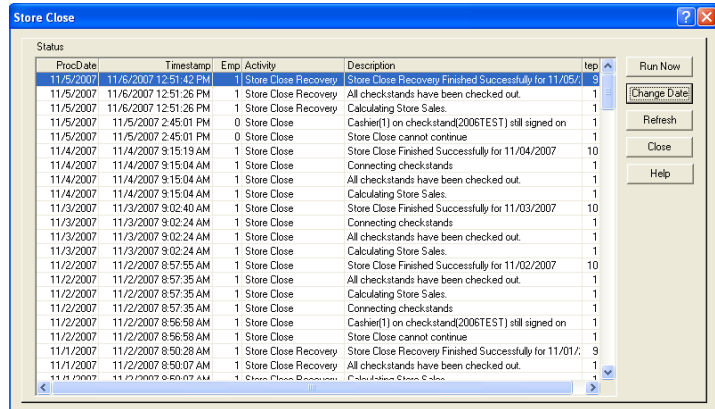


Clicking on the **Yes** button will instruct the store close to attempt to change the date again. The message will be continue to be displayed until the store close process is successful in changing the processing date on **all** checkstands. **NOTE: Under normal circumstances, you should continue to press the Yes button until all checkstands have been successfully updated.**

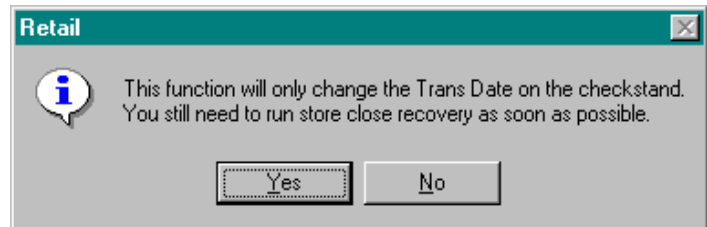
Clicking on the **No** button will stop the store close process which can be re-started at a future time. **NOTE: The processing date for those checkstands NOT listed will already be changed to the next date leaving some checkstands with the old processing date and some with the new processing date.**

Manually Changing the Processing Date

The processing date on each of the checkstands can be manually changed in the event that a store close cannot be run. The **Change Date** button will become available for selection via the Store Close form when the system detects that a store close operation has failed. Click on the **Change Date** button to initiate the process of changing the processing date on the checkstands.



Once this button is clicked, a message will be displayed informing you that the program will update the dates on the checkstands. Click on the **Yes** button to complete the updates and the program will change the processing date on each checkstand to the next day.



Note: The store close process (recovery) will still need to be completed once the problem with the store close has been corrected.

Appendix C – Foreign Currencies

Overview


RETAIL™ supports the conversion of foreign currencies when tendering orders on the Front End system. The functions required to support this include:

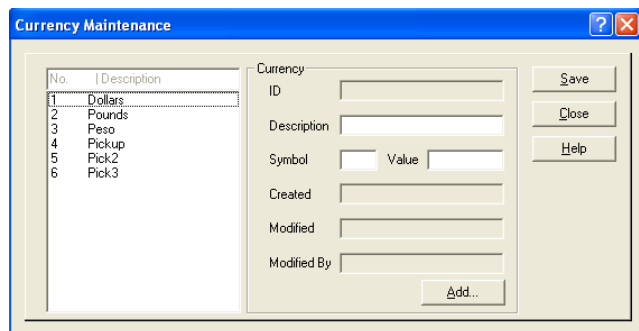
1. Setup of currencies and their conversion value (in the local currency)
2. Setup of tenders assigned to the currencies
3. Conversion of tendered amounts on the checkstand

Although RETAIL™ supports tendering in foreign currencies, all of the data within the system is tracked in the local currency. This is done in order to ensure the integrity of the data in the system as it is processed and summarized. The amount tendered in the foreign currency is tracked on the transaction detail for audit purposes.

Setup

Currency Maintenance

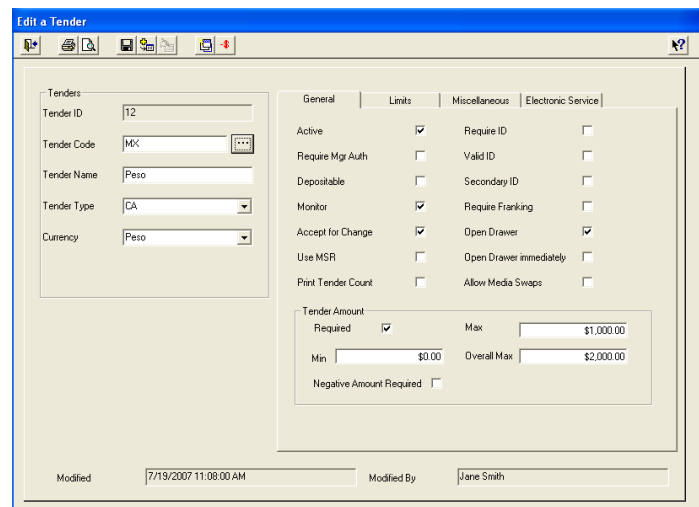
Each foreign currency that will be tendered in the system must be entered into the system. Via the Tender Maintenance function, click on the Currency button  to access the Currency Maintenance form. The local currency is established as part of the setup process and is always assigned a Currency ID of 1. To add additional currencies, click on the **Add** button and the next available ID will be assigned. Enter in the description of the currency, the symbol to be displayed (e.g., \$), and the value of the currency in terms of the local currency (i.e., if one dollar is worth 8 pesos, then enter .125 as the value of the peso in dollars). Click on the **Save** button to save the currency.



Tender Setup

Once the currencies have been entered, they will appear as entries in the **Currency** field on the **Tender Maintenance** form. In order for a transaction to be tendered in a foreign currency, a **Tender Code** must be setup. Example if a Peso currency has been setup, a Peso tender associated to the Peso currency must be entered in order for it to be used at the Checkstand. Add the new tender using the **Tender Maintenance** function. Make sure to select the appropriate currency in the **Currency** field.

When setting up the tender, take into consideration how change should be given for the tender. If you wish to give change back in the foreign currency, click (☑) the **Accept for Change** field.



Tender Setup (continued)***Tender Setup (continued)***

This will allow the tender to be selected as the **Change Tender** under the **Limits** tab of the form. Examples:

If you are setting up a Peso tender and would like to give change back in Pesos, select Peso as the Change Tender

If you want to give change back in the local currency (e.g., dollars) then select CA (cash tender) as the change tender. The system will automatically calculate the correct change in the local currency.

Enter in any additional data for the tender and press the save button.

The screenshot shows the 'Limits' tab of the Tender Setup form. It contains three main sections: 'Refunds' with 'Max' and 'Overall Max' input fields and a 'Require Mgr Auth' checkbox; 'Allow Pickups & Loans' with a checked checkbox, 'Till Limit' set to '\$3,000.00', and 'Mandatory Limit' set to '\$500.00'; and 'Change' with 'Change Tender' set to 'CA', a 'Msg' field containing 'Change', and 'Max' set to '\$150.00' with a percentage checkbox.

Checkstand Operation***Example 1***

Now let's see how to tender the order in the foreign currency at the checkstand. The following example will lead you through the steps involved in tendering the order.

Setup two currencies: Local Currency = US Dollars, Currency 2 = Pesos. The value of the Pesos is .125 dollars (e.g., 8 Pesos = 1 Dollar).

Currency ID	Amount	Description	Symbol
1	1.00	US Dollars	\$
2	.125	Pesos	P\$

Setup Peso Tender – give change back in Pesos.

Tender ID	Tender Code	Tender Name	Tender Type	Currency	Change Tender
10	PE	Pesos	CA	2	PS

Tendering an order using a foreign currency involves a couple of steps.

- 1) Convert the order total to the foreign currency using the Currency Conversion command – CU. The currency command is used as follows: <Currency ID> "CU".
Example: The order total is currently \$200.00 and the order is going to be tendered in Pesos. Enter in 2CU and the system will convert the \$200.00 into Pesos = P\$1600.00.
- 2) Now that the value of the order in Pesos is known, tender the order in Pesos.
Example: Tender the order with P\$2000.00 by entering in 200000PS. The system will display the value of the tender in the local currency as well, in this case \$250.00 (US Dollars).
- 3) The system will compute the amount of change to be given.
Example: The change tender is designated as Pesos so the system will display the change as P\$400.00 and also as \$50.00 (US Dollars).

Now let's say that the change is to be given back in the local currency in this case US Dollars. The Pesos tender would be setup to give change back in cash (Tender CA):

Setup Peso Tender – give change back in US Dollars.

Tender ID	Tender Code	Tender Name	Tender Type	Currency	Change Tender
10	PS	Pesos	CA	2	CA

The steps as outlined above are the same except for step 3 **but the change will be given in US Dollars.**

- 3) The system will compute the amount of change to be given.
Example: The change tender is designated as US Dollars so the system converts the amount of change, in this case P\$400.00 (Pesos), and display the change as \$50.00 (US Dollars).

Checkstand Operation (continued)**Example 2**

Now let's take a different example where the local currency is Pesos and US Dollars is setup as a currency.

Note: The Windows Regional Settings would be changed in this case to reflect the local currency as Pesos.

Setup two currencies: Local Currency = Pesos, Currency 2 = US Dollars. The value of the US Dollars is 8 Pesos (e.g., .125 Dollars = 1 Peso).

Currency ID	Amount	Description	Symbol
1	1.00	Pesos	P\$
2	8.00	US Dollars	\$

Setup US Dollars Tender – give change back in US Dollars.

Tender ID	Tender Code	Tender Name	Tender Type	Currency	Change Tender
10	US	US Dollars	CA	2	US

The process for tendering is exactly the same as the other example.

- 1) Convert the order total to the foreign currency using the Currency Conversion command – CU. The currency command is used as follows: <Currency ID> "CU".

Example: The order total is currently P\$1800.00 and the order is going to be tendered in US Dollars. Enter in 2CU and the system will convert the P\$1800.00 into US Dollars = \$225.00.

- 2) Now that the value of the order in US Dollars is known, tender the order in US Dollars.

Example: Tender the order with \$250.00 by entering in 25000US. The system will display the value of the tender in the local currency as well, in this case P\$2000.00 (Pesos).

- 3) The system will compute the amount of change to be given.

Example: The change tender is designated as US Dollars so the system will display the change as \$25.00 and also as P\$200.00 (Pesos).

Again let's change the example to give change back in the local currency, in this case Pesos. The US Dollars tender would be setup to give change back in cash (Tender CA). The cash tender represents cash in Pesos since the local currency is Pesos.

Setup US Dollars Tender – give change back in Pesos.

Tender ID	Tender Code	Tender Name	Tender Type	Currency	Change Tender
10	US	US Dollars	CA	2	CA

The steps as outlined above are the same except for step 3.

- 3) The system will compute the amount of change to be given **but now in Pesos.**


Example: The change tender is designated as Pesos (cash) so the system will convert the amount of change, in this case \$25.00 (US Dollars), and display the change as P\$200.00 (Pesos).

Note: When a foreign currency is used at the checkstand, the Till Status report will print the amount in both the local currency and in the currency tendered.

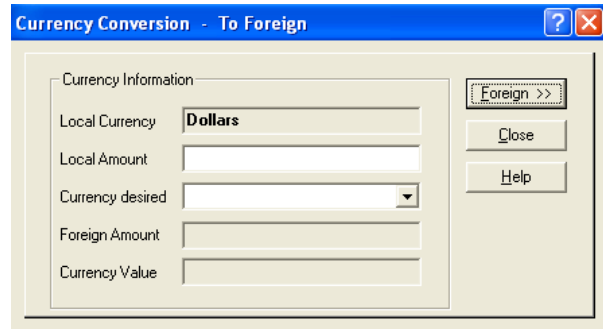
Back End Operation

The Back End functions operate the same; however remember that all foreign currency amounts (tenders where the currency is not the local currency) are displayed in the local currency. This affects all screens where dollar amounts are displayed for the tender (e.g., Till Statistics, Safe Statistics and Balancing, Balancing Overview, Monitor Tills, Tender Maintenance).

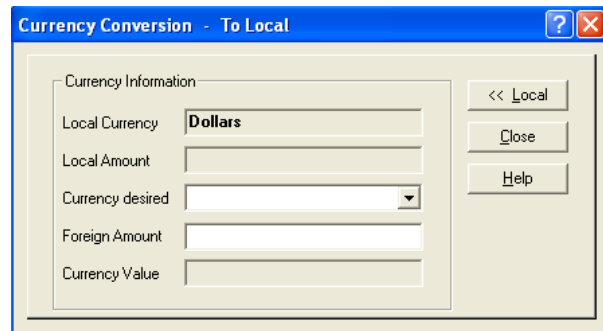
Back End Operation (continued)**Currency Conversion**

A Currency Conversion function has been added to each of these forms to allow conversion of amounts to different currencies. Click on the Currency Conversion button  contained on the toolbar of each of these forms.

This form supports the conversion of amounts *from the local currency to a foreign currency* (Foreign mode) and *from a foreign currency to the local currency* (Local mode). The form displays in the Foreign mode when first selected. Enter in the amount to be converted in the **Local Amount** field (in this example the amount would be in US Dollars). Select the **Currency desired** from the list displayed. The system will then display the converted amount in the **Foreign Amount** field.



To convert a foreign currency amount into the local currency, click on the Foreign button. The form will now change into Local mode. Enter in the amount to be converted into the **Foreign Amount** field. Select the **Currency desired** from the list displayed. The system will then display the converted amount in the **Local Amount** field.



Appendix D – EFT Processing

RETAIL™ supports interfaces to several EFT (Electronic Fund Transfer) processors – **Concord Web, Concord, Ingenico, MPS, and Microtrax**. Contact your reseller for an updated list.

The types of transactions supported for each processor is as follows:

Concord – Credit Card, Debit Card, Electronic Food Stamps, and Electronic Cash

Concord Web – Credit Card, Debit Card, Electronic Food Stamps, Gift Cards, and Electronic Cash

Ingenico - Credit Card, Debit Card, Electronic Food Stamps, and Electronic Cash

MPS (Mercury Payment Systems) - Credit Card, Debit Card, Electronic Food Stamps, Gift Cards, and Electronic Cash

Microtrax – Credit Card, Debit Card, Electronic Food Stamps, Texas WIC, Gift Cards, Blackhawk Gift Cards, Electronic Check Conversion, and Electronic Cash

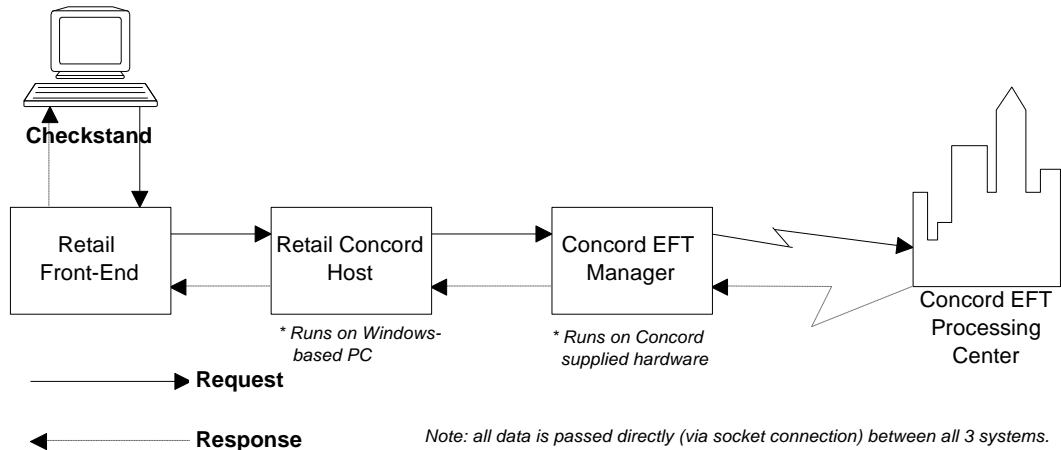
In addition to an additional RETAIL™ program (optional for Concord installs only), Concord, Ingenico, and Microtrax require the installation of a separate program developed by their own companies. Concord Web runs from each checkstand over the internet. Information and documentation related to their programs are provided by their own organizations. Listed below are instructions related to the RETAIL™ program required to interface to each processor.

Concord - Introduction

This section only applies to installations using Concord as their EFT processor. This section documents the use of the RETAIL™ Concord Host software program. This documentation should be used in conjunction with documentation supplied by Concord. Concord EFT Processing requires the following configuration:

- Concord EFT Hardware (supplied by Concord)
- Concord EFT Software (supplied by Concord)
- RETAIL™ Concord Host Software

The interaction between the systems is as follows:



Note: in order for transactions to be processed correctly, all three systems must be up and running and able to communicate over the network. Specific installation and setup instructions for the RETAIL™ Concord Host program are contained in the RETAIL™ Installation manual.

Concord – Transaction Flow

When an EFT transaction is processed using Concord, a number of different transaction records (record types) are passed directly between the various system components. The most common transaction flow for an EFT transaction is as follows:

Step	Checkstand Display	Record Type
1) Checkstand initiates EFT transaction to RETAIL™ Host	Processing	0200
2) RETAIL™ Host sends transaction to Concord EFT Manager		0200
3) EFT Manager sends transaction to processing center	Processing	
4) EFT Manager receives response from processing center and responds to RETAIL™ Host	Processing	0210
5) RETAIL™ Host sends response to checkstand (Refer to Concord Response Mapping topic)	Approved or Denied or Error	0210
6) Checkstand confirms receipt of response from RETAIL™ Host		0680

Records processed are displayed on the EFT Events tab of the RETAIL™ Concord Host screen. The first four characters of the record displayed contain the Record Type of the transaction.

Note: 0800 (Log-on to EFT Manager) and 0810 (Confirm log-on) are other record types that will display when the checkstand logs on to the Concord EFT Manager.

Note: If confirmation is not received by the Concord EFT Manager, the **transaction WILL NOT BE AUTOMATICALLY REVERSED**. A manual reversal will need to be completed at the Concord Manager station.

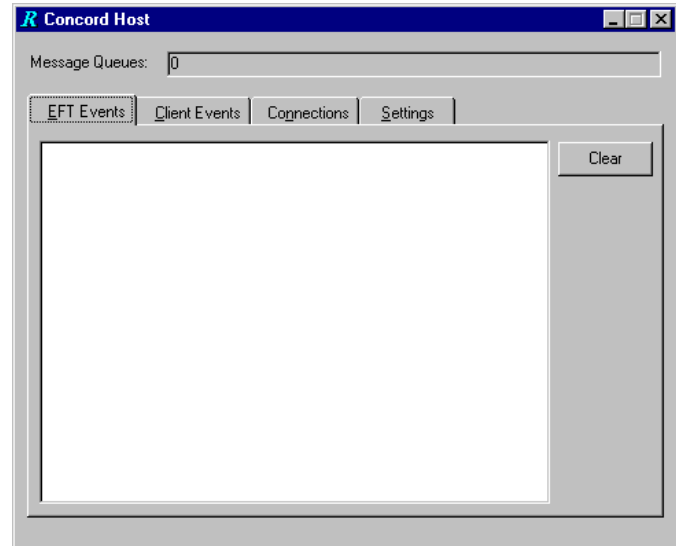
Concord – RETAIL™ Host Program

The RETAIL™ Concord Host program is executed by clicking on the **R Concord Host** icon located on the Windows desktop of the computer where the host program was installed.

The RETAIL™ Concord Host program acts as a “go-between” for the RETAIL™ Front End system and the Concord EFT Manager system. All EFT transactions flow to and from this host program.

The EFT Events tab is where transaction records will be displayed as they are passed from the checkstand to the EFT Manager. Refer to the Concord Transaction Flow topic discussed earlier for record types displayed on this screen.

The **Message Queues** field displays the number of EFT transactions that are waiting to be processed.



The clear button will clear all data currently displayed on the screen.

The other tabs on the form are used to display **client** (checkstand) **events**, status of current (checkstand) **connections** and system **settings** (configuration properties). **This data should not be changed once initialized at the time of installation.** (Refer to the RETAIL™ Installation manual)

The RETAIL™ Concord Host Program should be left running at all times while checkstand transactions are being processed. Closing of this program will terminate all EFT processing for the store.

Concord – Response Mapping

Response codes returned from the Concord Host are translated by the Concord EFT Manager. The translated code is then displayed at the checkstand by the RETAIL™ Front-End program. Listed below is a mapping of the Concord error codes. RETAIL™ will process the errors as follows:

- 1) **Approvals** – RETAIL™ will display the word Approved on the screen and complete the transaction.
- 2) **Denials/Errors** – RETAIL™ will do one of the following:
 - a) Display the error code and description if a RETAIL™ description has been defined for the code (in the **RETAIL™ Error Text** field in the **Concord Response Table** below)
 - b) If a RETAIL™ description does not exist, the program will display the word Declined or Error and the Error Code received from Concord. The word Declined or Error will display depending on the **RETAIL™ Error Type** assigned to the code (D=Declined; E=Error - refer to the **Concord Response Table** below)
 - c) Denials/Errors will display and remain on the screen until the cashier hits a key.

Examples:

Conversion Code Received by RETAIL™	Message displayed on checkstand
08	08: Worn Card (Manual Entry)
11	Declined – 11
12	12: Bad Pin

Concord Web - Introduction

This section only applies to installations using Concord Web as their EFT processor. This documentation should be used in conjunction with documentation supplied by Concord EFT Processing. Concord EFT Processing requires the following configuration:

- Direct connection to the Web (web address supplied by Concord)
- Store Id and Store Key (supplied by Concord)

Concord WEB does not require any software installation on the store side. Each register needs access to the Internet.

The following entries must be added to the Ros.ini file on each Front End machine:

Variable	Value	Description	Section of Ros.ini
AllowEBT=	1	Indicates that EBT (Electronic Benefits Transactions) will be supported.	[Misc]
CdHostType=	CONCORD	Indicates that Concord WEB is being used for EFT processing.	[Misc]
EFTName=	ROSEFTCW	Indicates the ROSEFTC Dll is called	[Misc]
WebService	https://	Indicates web address assigned by Concord	[Concord]
StoreID=		Indicated store id assigned by concord	[Concord]
StoreKey=		Indicated store key assigned by concord	[Concord]

Note: Consideration should be made in the event the store loses connection to the web. This can be accomplished with either a standalone unit purchased from Concord or a router can be purchased with a automatic backup dial system.

Note: Some type of Web security such as a fire wall should be setup prior to processing transactions

Ingenico - Introduction

This section only applies to installations using Ingenico as their EFT processor. This documentation should be used in conjunction with documentation supplied by Ingenico Processing. Ingenico EFT Processing requires the following configuration:

- Ingenico Software installed on Windows 2000 Server (supplied by Ingenico)
- Connection from the checkstands to the Ingenico Software

The following entries must be added to the Ros.ini file on each front-end machine:

Variable	Value	Description	Section of Ros.ini
AllowEBT=	1	Indicates that EBT (Electronic Benefits Transactions) will be supported.	[Misc]
CdHostType=	IVI	Indicates that Ingenico is being used for EFT processing.	[Misc]
EFTName=	ROSEFTING	Indicates the ROSEFTING.dll is called	[Misc]
HostIP=	TCP/IP Address	TCP/IP address where Ingenico Software resides	[IVI]
HostPort=	9001	Local port where Ingenico Software resides. Make sure port is consistent on all front-ends.	[IVI]
HostLog=	1	Log errors to a log file	[[IVI]

Note: Consideration should be made in the event the store loses connection to the web. This can be accomplished with either a standalone unit purchased from Ingenico or a router can be purchased with an automatic backup dial system.

Note: Some type of Web security such as a file wall should be setup prior to processing transactions.

Appendix E- Report Samples

This appendix contains a list of most of the reports used within RETAIL™. All reports were developed using Crystal Reports© for Microsoft® Visual Basic. The reports contained in this appendix include:

Report Title	Report File
Aggregate Store Sales	SalesAgg.rpt
Allowances	Allwnc.rpt
Allowance Report	ALLbyVend.rpt
Bad Checks	CustBcs.rpt
Bad Checks Letter 1	BadChk1.dot
Bad Checks Letter 2	BadChk2.dot
Bad Checks Letter 3	BadChk3.dot
Balancing Overview	RegBook.rpt
Bill Backs	Blbcks.rpt
Checkstand Productivity	RegPrdty.rpt
Checkstand Service	RegSevc.rpt
Coupon Movement Detail	CpnLossD.rpt
Coupon Movement Summary	CpnLossS.rpt
Customer Gift Certificates	CusGrpG.doc
Customer In Store Charge Activity	InStrAct.rpt
Customer In Store Charge Balance Detail	InStrBal.rpt
Customer In Store Charge Balance Summary	InstrSum.rpt
Customer Letters	CusGrpL.doc
Customer Ranking	CustF.rpt
Customer Sales	SalesCus.rpt
Customers	CustPus.rpt
Departments	Departmt.rpt
Discount & Coupon Summary	Regbcd.rpt
Electronic Coupons	CustCpns.rpt
Electronic Journal	RegEJ.rpt
Employees	Employee.rpt
Inventory Analysis	InvAnaly.rpt
Inventory Count	InvCount.rpt
Invoice	InvR.rpt
Invoice Total	InvDept.rpt
In-Store Charge Statement	In-storeC.rpt
Loan-In Slip/Pickup Slip	Pickups.rpt
Mass Product Changes	ProdMC.rpt
Monitor Tills	MTills.rpt
Outstanding Purchase Orders	PobyVend.rpt
Price Changes History	Prodcpch.rpt
Product Ad Batch	ProdBadv.rpt
Product Ad Markdown	ProdBMrk.rpt
Product Mix Match	MixMatch.rpt
Product Normal Batch	Prodbnml.rpt
Products by Department	RptByDep.rpt

Appendix E - Report Samples (continued)

Report Title	Report File
Product Group	ProdGrp.rpt
Product Movement	ProdMove.rpt
Product Sales	SalesPd.rpt
Safe Audit	RegSafeA.rpt
Safe Statistics	RegSafe.rpt
Sales Person Productivity	RegSpS.rpt
Sections	Sections.rpt
Stock On Hand	InvOnHnd.rpt
Store Sales (Department or Section)	SalesSt.rpt
Store Sales Tax Detail	SalesTax.rpt
Tenders	Tenders.rpt
Till Statistics	RegTills.rpt
Till Status	RegTsub.rpt
Transactions by Reason	Regtrans.rpt
Vendors	Vendors.rpt

Goodwin's Market Aggregate Store Sales

Start Date: 10/31/2005

End Date: 10/31/2005

Departments	Sales	%	Open Dept Sales	Cost of Sales	Gross Margin	Items	Avg Price	Avg Order	Customers
									\$0.00
Non-Hash Aggregate Departments									
BAKERY - 3									
BAKERY	\$643.20	2.08%	\$48.11	\$57.92	84%	193.00	\$3.33	1.25	154
SubTotal:	\$643.20		\$48.11	\$57.92		193.00			
DELI - 8									
DELI	\$1,352.15	4.38%	\$14.43	\$0.00	99%	354.94	\$3.81	1.70	209
SubTotal:	\$1,352.15		\$14.43	\$0.00		354.94			
GENERAL MERCHANDISE - 7									
GENERAL	\$1,979.80	6.41%	\$117.04	\$1,147.49	36%	584.00	\$3.39	1.80	325
SubTotal:	\$1,979.80		\$117.04	\$1,147.49		584.00			
GIFTS - 10									
GIFTS	\$801.24	2.59%	\$792.33	\$0.00	1%	380.00	\$2.11	2.41	158
SubTotal:	\$801.24		\$792.33	\$0.00		380.00			
GROCERY - 1									
GROCERY	\$19,766.94	63.97%	\$273.32	\$12,850.96	34%	9,293.92	\$2.13	6.72	1,383
SubTotal:	\$19,766.94		\$273.32	\$12,850.96		9,293.92			
MEAT - 5									
MEAT	\$2,968.73	9.61%	\$179.55	\$1,527.59	42%	13,673.29	\$0.22	39.52	346
SubTotal:	\$2,968.73		\$179.55	\$1,527.59		13,673.29			

Start Date: 10/31/2005

End Date: 10/31/2005

Departments	Sales	%	Open Dept Sales	Cost of Sales	Gross Margin	Items	Avg Price	Avg Order	Customers
PHOTO - 2									
PHOTO	\$25.65	0.08%	\$25.65	\$0.00	0%	3.00	\$8.55	3.00	1
SubTotal:	\$25.65		\$25.65	\$0.00		3.00			
PRODUCE - 4									
PRODUCE	\$2,009.67	6.50%	\$144.49	\$812.93	52%	3,288.62	\$0.61	6.95	473
SubTotal:	\$2,009.67		\$144.49	\$812.93		3,288.62			
WINE / LIQUOR - 6									
WINE / LIQUOR	\$1,351.28	4.37%	\$10.00	\$926.04	31%	163.00	\$8.29	1.30	125
SubTotal:	\$1,351.28		\$10.00	\$926.04		163.00			
Non-Hash SubTotal:	\$30,898.66		\$1,604.92	\$17,322.93		27,933.77			
Total Sales:	\$30,898.66	100.00%	\$1,604.92	\$17,322.93		27,933.77	\$1.11	17.39	1.606
Tax A:	\$807.65								
Tax B:	\$0.00								
Tax C:	\$0.00								
Tax D:	\$0.00								
Total Tax:	\$807.65								
Total:	\$31,706.31								

Goodwin's Market

Allowances

UPC	Item	Product	Allowance	Start	End	Vendor	Retail	Amount
	Code	Description	Description	Date	Date		Price	
0000000001007		Canned Dog Food	Allowance	8/24/2005	9/7/2005	4	\$1.90	\$0.10
0000000001008		Dry Dog Food	Allowance	8/24/2005	9/7/2005	4	\$2.87	\$0.20
0000000012301	234	Arrowhead Water	Allowance	11/14/2005	11/21/2005	3	\$2.50	\$0.25
0000001234501	123	Aqua Lite	Allowance	11/14/2005	11/21/2005	2	\$1.75	\$0.33

Goodwin's Market

Allowance Report

Upc	Description	Item Code	Amount	Start Date	End Date
CERTIFIED/FROZEN FOOD					
0000000001007	Allowance		\$0.10	08/24/05	09/07/05
0000000001008	Allowance		\$0.20	08/24/05	09/07/05
			\$0.30		
Total			\$0.30		

Goodwin's Market

Bad Checks

Names	Card Number	Date	Check #	Amount	Fee	Total	Balance
	0016569	08/07/94	3495	\$51.75	\$20.00	\$71.75	
	0026981	03/12/93	9063	\$105.31	\$20.00	\$125.31	(\$125.31)
	0026981	03/12/93	9064	\$134.03	\$20.00	\$154.03	(\$154.03)
	0026981	03/13/93	9069	\$231.53	\$20.00	\$251.53	(\$251.53)
	0026981	03/17/93	9070	\$178.00	\$20.00	\$198.00	(\$198.00)
	0096487	06/30/95	262	\$231.40	\$20.00		\$251.40
	0099351	01/01/01	351				\$0.00
	0099351	10/18/95	115	\$18.75	\$20.00		\$38.75
	0099351	02/06/95	3595	\$7.52	\$20.00		\$27.52
	0144961	05/27/95	0	\$124.28	\$20.00		\$144.28
	0144961	01/01/01	961				
	0161992	10/23/93	2325	\$37.98	\$20.00	\$57.98	
	0167345	05/14/96	3240	\$55.99	\$0.00	\$55.99	\$0.00
	0227645	09/19/93	1993	\$40.12	\$20.00	\$60.12	\$0.00
	0227645	07/24/94	2301	\$99.38		\$99.38	\$0.00
	0227645	02/11/95	2490	\$69.85	\$20.00		\$89.85
	0227645	01/12/96	2763	\$74.04	\$0.00	\$74.04	\$0.00
	0230662	01/01/01	662				\$0.00
	0256272	10/04/93	615	\$100.00	\$20.00	\$120.00	\$0.00
	0369269	09/12/93	853	\$60.00		\$55.00	\$0.00
	0369269	09/14/93	854	\$60.00		\$55.00	\$0.00
	0369269	09/15/93	857	\$60.00	\$20.00	\$75.00	\$0.00
	0369269	09/16/93	858	\$55.00	\$20.00	\$75.00	\$0.00
	0369269	12/29/95	1124	\$8.87	\$20.00	\$28.87	\$0.00
	0369269	12/28/95	1123	\$11.72	\$20.00	\$31.72	\$0.00
	0369269	12/30/95	1125	\$5.89	\$20.00	\$25.89	\$0.00
	0377052	10/25/94	335	\$24.59		\$24.59	
	0387805	02/18/94	805	\$4.00	\$20.00	\$24.00	
	0401376	03/05/93	7509	\$26.00	\$20.00	\$46.00	
	0416186	03/29/94	7002	\$103.82	\$20.00	\$123.82	
	0479572	12/08/94	2222	\$25.97	\$20.00		\$0.00
	0537089	06/23/96	1240	\$49.12	\$20.00	\$69.12	\$0.00
	0550230	08/19/93	162	\$33.30	\$20.00	\$53.30	(\$53.30)
	0550230	01/01/01	338	\$49.47	\$20.00	\$69.00	
	0675512	02/10/95	1319	\$40.00	\$20.00		\$60.00
	0688224	05/17/92	1062	\$54.85	\$20.00	\$74.85	
	0688224	06/06/92	1106	\$40.00	\$0.00	\$40.00	
	0688224	06/07/92	1107	\$40.00	\$0.00	\$40.00	
	0688224	06/07/92	1108	\$22.58	\$0.00	\$22.58	
	0688224	07/04/92	1093	\$54.20	\$20.00	\$74.20	
	0688224	07/06/92	1096	\$61.35	\$20.00	\$81.35	
	0764748	12/22/93	137	\$64.55	\$20.00	\$84.55	
	0781973	10/29/94	952	\$14.00		\$14.00	\$0.00

Bad Checks

Goodwin's Market
24089 Lake Gregory Drive
PO Box 3269
Crestline CA

First Written notification of Returned Check(s)

11/6/05

Jones, Tina

A8888888

Our records indicate that a check endorsed by you, or your company, has been returned by your bank unpaid **after 2 deposit attempts**. Check number **1009** in the amount of **\$125.00** was accepted in our store.

A service charge of \$30.00 for each returned check is applied. Please pay the balance due of \$155.00 immediately. We must receive your check by Monday, November 21, 2005.

Please contact me at the phone number above if you have any questions or concerns regarding this matter.

Respectfully yours,

Amount Due: **\$155.00**

Please make your check payable to: **Goodwin's Market**

Goodwin's Market
24089 Lake Gregory Drive
PO Box 3269
Crestline CA

Second Written notification of Returned Check(s)

11/6/05

Jones, Tina

A8888888

Our records indicate that a check endorsed by you, or your company, has been returned by your bank unpaid **after 2 deposit attempts**. Check number **1009** in the amount of **\$125.00** was accepted in our store.

A service charge of \$30.00 for each returned check is applied. Please pay the balance due of \$155.00 immediately. We must receive your check by Monday, November 21, 2005.

Because this is our second notification, your company and/or personal checks will be entered into our computer and you will be prohibited from further check cashing privileges in our store until this matter is resolved. In addition, we may take one of the following actions if we do not hear from you immediately:

1. Proceed in the manner prescribed by state law which entitles us to collect THREE (3) TIMES the amount of the returned check.
2. File your check with the local police department or Labor Board for such action as they deem appropriate.
3. Refer your check to our collection agency, which will be authorized to take legal action against you.

Please contact me personally at the phone number above if you have any questions or concerns regarding this matter.

Respectfully yours,

Amount Due: **\$155.00**

Please make your check payable to: **Goodwin's Market**

Goodwin's Market
24089 Lake Gregory Drive
PO Box 3269
Crestline CA

Third Written notification of Returned Check(s)

11/6/05

Jones, Tina

A88888888

Our records indicate that a check endorsed by you, or your company, has been returned by your bank unpaid **after 2 deposit attempts**. Check number **1009** in the amount of **\$125.00** was accepted in our store.

A service charge of \$30.00 for each returned check is applied. Please pay the balance due of \$155.00 immediately. We must receive your check by Monday, November 21, 2005.

Because this is our third notification, your company and/or personal checks have been entered into our computer and you are prohibited from further check cashing privileges in our store until this matter is resolved. In addition, we are taking the following actions if we do not hear from you immediately:

1. Proceed in the manner prescribed by state law which entitles us to collect THREE (3) TIMES the amount of the returned check. **We will file this claim with the Local Small Claims Court to collect this amount.**
2. File your check with the local police department for such action as they deem appropriate.

Please contact me personally at the phone number above if you have any questions or concerns regarding this matter.

Respectfully yours,

Amount Due: **\$155.00**

Please make your check payable to: **Goodwin's Market**

Goodwin's Market Balancing Overview

Balance Date: 10/31/2005

Total Taxes	\$807.65	This Deposit	\$14,220.09	Over/Shorts	\$7.00
Tax A	\$807.65				
Tax B		Variance	\$1.20	Totals	\$31,706.31
Tax C					
Tax D					

Sales		Tills (Actual)		Deposit	
GROCERY	\$19,766.94	Cash	\$9,078.32	Total Sales	\$31,706.31
PHOTO	\$25.65	Credit Card	\$6,030.74	Over/Shorts	\$7.00
BAKERY	\$643.20	Check	\$5,142.97	Paid Ins	\$0.00
PRODUCE	\$2,009.67	Coupons	\$42.67	Paid Outs	\$0.00
MEAT	\$2,968.73	Debit Card	\$11,248.30	Received On Acct	\$0.00
WINE / LIQUOR	\$1,351.28	Elec Cash	\$61.58	-ATM/Credit Cards	\$17,279.04
GENERAL	\$1,979.80	Elec Foodstamps	\$83.95	-Mfr Coupons	\$42.67
DELI	\$1,352.15	Food Stamps	\$0.00	-NonDepositables	\$170.31
GIFTS	\$801.24	Gift Certificates	\$10.42	Safe Variance	\$1.20
		In Store Charges	\$14.36	Safe Adjustments	\$0.00
		Store Coupons	\$0.00	To be Deposited	\$14,221.29
				Actual deposits	\$14,220.09
				Variance	\$1.20
Total:	\$30,898.66		\$31,713.31		

Goodwin's Market

Bill Backs

RebateID	Bill Back Description	UPC	Item Code	Vendor	Start Date	End Date	Rebate Amount	Suggested Price	Status
8778	Sale	0000000000009		4	8/24/2005	9/7/2005	\$0.15	\$0.40	W
766	Rebate	00000000000123	123	1	8/24/2005	9/7/2005	\$0.30	\$2.00	W

Goodwin's Market Checkstand Productivity Report

Start Date: 10/31/2005

End Date: 10/31/2005

Hour	No. of Checkers	Sign-on Hours	Sales Amount	Items Sold	No. of Customers	Avg Order Size	Avg Item Price
7 - 8	4	0.65	\$659.27	577	63	\$10.46	\$1.14
8 - 9	6	1.05	\$1,236.49	892	68	\$18.18	\$1.39
9 - 10	6	1.27	\$1,471.99	890	80	\$18.40	\$1.65
10 - 11	6	1.08	\$1,189.71	720	74	\$16.08	\$1.65
11 - 12	6	1.46	\$1,932.27	1,617	112	\$17.25	\$1.20
12 - 13	7	2.06	\$2,912.15	1,449	142	\$20.51	\$2.01
13 - 14	5	1.76	\$3,053.98	2,982	111	\$27.51	\$1.02
14 - 15	9	1.95	\$2,582.77	2,683	126	\$20.50	\$0.96
15 - 16	8	2.61	\$4,476.40	5,198	193	\$23.19	\$0.86
16 - 17	9	2.40	\$3,685.33	2,672	188	\$19.60	\$1.38
17 - 18	8	2.38	\$3,355.72	2,995	173	\$19.40	\$1.12
18 - 19	6	1.28	\$1,958.77	2,388	113	\$17.33	\$0.82
19 - 20	4	1.20	\$1,599.68	2,183	75	\$21.33	\$0.73
20 - 21	4	1.00	\$1,076.24	468	62	\$17.36	\$2.30
21 - 22	2	0.39	\$472.53	201	25	\$18.90	\$2.35
22 - 23	1	0.01	\$43.01	19	1	\$43.01	\$2.29
16 hours	5.69	22.54	\$31,706.31	27,934	1,606	\$20.56	\$1.43

Goodwin's Market

Checkstand Service Report

Start Date: 10/31/2005 End Date: 10/31/2005

Over/Short	Average Order	% Scan	Ring Time	Total Hours		#	Coupons \$ %		\$	Void %Total %Sale		\$	Refunds %Total %Sale		Gross Sales
Ashley Franks - 220															
(\$0.01)	\$20.92	95.93%	27.34	1.25	5.53%	0	\$0.00	0.00%	\$11.79	4.78%	0.62%	\$0.00	0.00%	0.00%	\$1,900.41
Bakery Dept - 43															
\$4.99	\$3.89	83.78%	35.36	0.16	0.69%	0	\$0.00	0.00%	\$0.79	0.32%	0.83%	\$0.00	0.00%	0.00%	\$95.31
Brent Parker - 216															
(\$0.05)	\$21.76	94.39%	36.06	3.18	14.13%	5	\$8.89	20.83%	\$16.34	6.63%	0.27%	\$4.66	4.04%	0.08%	\$5,947.11
Catherine Jones - 109															
\$0.00	\$16.64	95.08%	24.87	1.43	6.36%	1	\$1.00	2.34%	\$22.47	9.11%	1.39%	\$0.40	0.35%	0.02%	\$1,620.31
Cindy Williams - 178															
(\$0.31)	\$21.22	94.43%	31.63	2.46	10.90%	2	\$4.00	9.37%	\$32.87	13.33%	0.82%	\$65.00	56.30%	1.62%	\$4,002.69
Deli , - 42															
(\$0.10)	\$5.67	92.86%	27.76	0.72	3.21%	0	\$0.00	0.00%	\$4.45	1.80%	1.00%	\$0.00	0.00%	0.00%	\$444.76
Kim Nolan - 128															
\$0.00	\$0.00	0.00%	0.00	0.00	0.00%	0	\$0.00	0.00%	\$0.00	0.00%	0.00%	\$0.00	0.00%	0.00%	\$0.00
Laura Hallmark - 172															
\$1.13	\$24.32	93.29%	31.54	2.51	11.16%	6	\$5.75	13.48%	\$8.51	3.45%	0.21%	\$11.26	9.75%	0.28%	\$3,968.85
Marianne Roberts - 217															
\$2.00	\$17.50	93.93%	20.23	2.89	12.81%	0	\$0.00	0.00%	\$11.31	4.59%	0.35%	\$1.20	1.04%	0.04%	\$3,219.36
Roseanne Smith - 206															
(\$0.15)	\$17.58	94.38%	29.18	2.63	11.67%	1	\$1.00	2.34%	\$14.51	5.88%	0.43%	\$0.00	0.00%	0.00%	\$3,394.30
Supervisor1 - 40															
(\$0.15)	\$17.76	94.63%	25.01	2.57	11.41%	2	\$10.00	23.44%	\$15.71	6.37%	0.50%	\$22.98	19.90%	0.73%	\$3,152.70
Vicki James - 219															
(\$0.35)	\$17.27	92.44%	34.41	2.73	12.12%	14	\$12.03	28.19%	\$107.86	43.74%	2.72%	\$9.95	8.62%	0.25%	\$3,960.51
Total:	\$7.00	\$15.38	22.54	26.95		31	\$42.67		\$246.61			\$115.45			\$31,706.31

Goodwin's Market

Coupon Movement Detail - Total Store

Start Date: 12/12/2004 End Date: 11/1/2005

Trigger	Start Date	End Date	ProcDate	Customer	Movement	Price	Coupon Price	Loss	Total Loss
GROCERY1									
2 PS KRFT DLX MC&CZ									
	01/15/01		06/05/05	Donna Anderson	1.00	\$2.79	\$2.54	\$0.25	\$0.25
	01/15/01		04/15/05	Doris Peterson	1.00	\$2.79	\$2.54	\$0.25	\$0.25
					<u>2.00</u>				<u>\$0.50</u>
							Subtotal		<u>\$0.50</u>
							Total		<u><u>\$0.50</u></u>

Goodwin's Market

Coupon Movement Summary - Total Store

Start Date: 12/12/2004 End Date: 11/1/2005

Coupon ID	Description	Trigger	Start Date	End Date	Movement	Price	Coupon Price	Loss	Total Loss
GROCERY1									
2	PS KRFT DLX MC&CZ		01/15/01		2.00	\$2.79	\$2.54	\$0.25	\$0.50
									\$0.50
								Total	\$0.50

Tuesday, December 06, 2005

GOODWIN'S MARKET
24089 Lake Gregory Dr.
P. O. Box 3269
Crestline, Ca.

Gary or Diane Anderson
004099282762
P.O. Box 1234
76543 Crest Forest Drive
92311

We here at GOODWIN'S MARKET want to express our sincere thanks for your faithful support of our store. Our success depends greatly upon your continued patronage. So, to show our appreciation to you, we would like to give you a gift certificate. It's just our way of recognizing you, our valued customer, and saying "Thank you for shopping at GOODWIN'S MARKET".

Sincerely,

Your Name

Your Title

The bearer of this certificate is entitled to \$ 5.00 merchandise from GOODWINS

Redeemer's Signature _____

Corporate Seal

Goodwin's Market

Customer In-store Charge Activity

Start Date: 10/15/2005

End Date: 11/1/2005

Date	Activity	Reference No	Memo	Amount
10/21/05	Charge	5-5-182		\$20.00
\$100.00, CRESTLINE CARD --- 0041000000128				Current Balance: (\$0.08)
10/16/05	Charge	1-1-263		\$8.22
\$100.00, CRESTLINE CARD --- 0041000000538				Current Balance: \$0.00
10/15/05	Charge	3-3-112		\$24.15
\$100.00, CRESTLINE CARD --- 0041000000545				Current Balance: (\$20.75)
10/28/05	Charge	7-7-66		\$8.21
10/19/05	Charge	6-6-42		\$71.04
\$100.00, CRESTLINE CARD --- 0041000000547				Current Balance: \$0.00
10/23/05	Charge	3-3-192		\$1.00
10/23/05	Charge	3-3-192		\$99.00
\$100.00, CRESTLINE CARD --- 0041000000548				Current Balance: (\$88.71)
10/30/05	Charge	4-4-163		\$11.29
\$100.00, CRESTLINE CARD --- 0041000000549				Current Balance: (\$39.86)
10/31/05	Charge	7-7-137		\$14.36
10/30/05	Charge	6-6-156		\$45.78
\$100.00, CRESTLINE CARD --- 0041000000550				Current Balance: (\$64.23)
10/30/05	Charge	4-4-191		\$35.77
\$250.00, CRESTINE CARD --- 0046990000045				Current Balance: \$0.00
10/28/05	Charge	6-6-23		\$83.72
\$250.00, CRESTLINE CARD --- 0042500000018				Current Balance: \$0.00
10/20/05	Charge	3-3-206		\$2.36
\$250.00, CRESTLINE CARD --- 0046990000044				Current Balance: \$0.00
10/19/05	Charge	5-5-61		\$43.03
\$50.00, CRESTLINE CARD --- 0040500000124				Current Balance: (\$33.06)
10/23/05	Charge	6-6-57		\$11.58
10/21/05	Charge	4-4-55		\$5.36
250.00, CRESTLINE CARD --- 0046990000050				Current Balance: \$0.00
10/25/05	Charge	2-2-7		\$3.99
10/25/05	Charge	2-2-8		\$0.10
10/19/05	Charge	1-1-61		\$9.58
10/18/05	Charge	3-3-103		\$29.14
BOOSTERS, RIM BAND --- 0041000000170				Current Balance: \$0.00

Tuesday, November 01, 2005 05:46 PM

Customer Instore Charge Activity

Goodwin's Market

Customer In-store Charge Balance Detail

Start Date: 10/15/2005

Date	Activity	Reference No	Memo	Amount	Balance
\$100.00, CRESTLINE CARD --- 0041000000128				Current Balance:	(\$0.08)
10/16/05	Charge	1-1-263		\$8.22	(\$8.30)
\$100.00, CRESTLINE CARD --- 0041000000538				Current Balance:	\$0.00
10/15/05	Charge	3-3-112		\$24.15	(\$24.15)
\$100.00, CRESTLINE CARD --- 0041000000545				Current Balance:	(\$20.75)
10/28/05	Charge	7-7-66		\$8.21	(\$28.96)
10/19/05	Charge	6-6-42		\$71.04	(\$100.00)
\$100.00, CRESTLINE CARD --- 0041000000547				Current Balance:	\$0.00
10/23/05	Charge	3-3-192		\$1.00	(\$1.00)
10/23/05	Charge	3-3-192		\$99.00	(\$100.00)
\$100.00, CRESTLINE CARD --- 0041000000548				Current Balance:	(\$88.71)
10/30/05	Charge	4-4-163		\$11.29	(\$100.00)
\$100.00, CRESTLINE CARD --- 0041000000549				Current Balance:	(\$39.86)
10/31/05	Charge	7-7-137		\$14.36	(\$54.22)
10/30/05	Charge	6-6-156		\$45.78	(\$100.00)
\$100.00, CRESTLINE CARD --- 0041000000550				Current Balance:	(\$64.23)
10/30/05	Charge	4-4-191		\$35.77	(\$100.00)
\$250.00, CRESTINE CARD --- 0046990000045				Current Balance:	\$0.00
10/28/05	Charge	6-6-23		\$83.72	(\$83.72)
\$250.00, CRESTLINE CARD --- 0042500000018				Current Balance:	\$0.00
10/20/05	Charge	3-3-206		\$2.36	(\$2.36)
\$250.00, CRESTLINE CARD --- 0046990000044				Current Balance:	\$0.00
10/19/05	Charge	5-5-61		\$43.03	(\$43.03)
\$50.00, CRESTLINE CARD --- 0040500000124				Current Balance:	(\$33.06)
10/23/05	Charge	6-6-57		\$11.58	(\$44.64)
10/21/05	Charge	4-4-55		\$5.36	(\$50.00)
250.00, CRESTLINE CARD --- 0046990000050				Current Balance:	\$0.00
10/25/05	Charge	2-2-7		\$3.99	(\$3.99)
10/25/05	Charge	2-2-8		\$0.10	(\$4.09)
10/19/05	Charge	1-1-61		\$9.58	(\$13.67)
10/18/05	Charge	3-3-103		\$29.14	(\$42.81)
BOOSTERS, RIM BAND --- 0041000000170				Current Balance:	\$0.00

Goodwin's Market

Customer In-store Charge Balance Summary

Date: 11/1/2005

Card Number	Customer Name	Home Phone	D/L	Current Balance
004000000030	\$100.00, Crestline Card		0041000000030	(\$100.00)
0041000000028	\$100.00, Crestline Card		0041000000028	(\$100.00)
0041000000108	\$100.00, Crestline Card		0041000000108	(\$69.49)
0041000000114	\$100.00, Crestline Card		0041000000114	(\$86.90)
0041000000127	\$100.00, CRESTLINE CARD		0041000000127	(\$88.27)
0041000000128	\$100.00, CRESTLINE CARD		0041000000128	(\$0.08)
0041000000130	\$100.00, CRESTLINE CARD		0041000000130	(\$100.00)
0041000000131	\$100.00, CRESTLINE CARD		0041000000131	(\$100.00)
0041000000135	\$100.00, CRESTLINE CARD		0041000000135	(\$12.90)
0041000000137	\$100.00, CRESTLINE CARD		0041000000137	(\$100.00)
0041000000138	\$100.00, CRESTLINE CARD		0041000000138	(\$100.00)
0041000000142	\$100.00, CRESTLINE CARD		0041000000142	(\$100.00)
0041000000144	\$100.00, CRESTLINE CARD		0041000000144	(\$100.00)
0041000000528	\$100.00, CRESTLINE CARD		0041000000528	(\$8.35)
0041000000529	\$100.00, CRESTLINE CARD		0041000000529	(\$100.00)
0041000000531	\$100.00, CRESTLINE CARD		0041000000531	(\$100.00)
0041000000534	\$100.00, CRESTLINE CARD		0041000000534	(\$100.00)
0041000000535	\$100.00, CRESTLINE CARD		0041000000535	(\$100.00)
0041000000536	\$100.00, CRESTLINE CARD		0041000000536	(\$72.19)
0041000000539	\$100.00, CRESTLINE CARD		0041000000539	(\$48.62)
0041000000540	\$100.00, CRESTLINE CARD		0041000000540	(\$100.00)
0041000000541	\$100.00, CRESTLINE CARD		0041000000541	(\$100.00)
0041000000545	\$100.00, CRESTLINE CARD		0041000000545	(\$20.75)
0041000000548	\$100.00, CRESTLINE CARD		0041000000548	(\$88.71)
0041000000549	\$100.00, CRESTLINE CARD		0041000000549	(\$39.86)
0041000000550	\$100.00, CRESTLINE CARD		0041000000550	(\$64.23)
0040200000141	\$20.00, Crestline Card		0040200000141	(\$2.36)
0040200000004	\$20.00, Crestline Card		0040200000004	(\$20.00)
0040200000007	\$20.00, Crestline Card		0040200000007	(\$20.00)
0040200000015	\$20.00, Crestline Card		0040200000015	(\$12.79)
0040200000017	\$20.00, Crestline Card		0040200000017	(\$20.00)
0040200000018	\$20.00, Crestline Card		0040200000018	(\$20.00)
0040200000020	\$20.00, Crestline Card		0040200000020	(\$20.00)
0040200000102	\$20.00, Crestline Card		0040200000102	(\$0.95)
0040200000103	\$20.00, Crestline Card		0040200000103	(\$20.00)
0040200000104	\$20.00, Crestline Card		0040200000104	(\$16.95)
0040200000105	\$20.00, Crestline Card		0040200000105	(\$2.60)
0040200000106	\$20.00, Crestline Card		0040200000106	(\$20.00)
0040200000108	\$20.00, Crestline Card		0040200000108	(\$20.00)
0040200000109	\$20.00, Crestline Card		0040200000109	(\$20.00)

Tuesday, December 06, 2005

**Goodwin's Market
24089 Lake Gregory Drive
PO Box 3269
Crestline CA**

Doe Jane
0049887891122
7 Sandford Drive
Crestline CA
97887

We here at Goodwin's Market want to express our sincere thanks for your faithful support of our store. Our success depends greatly upon your continued patronage. In the future we intend not only to recognize those of you who support our store, but to reward you as well. Gift certificates, personalized coupons, and daily discounted items are just some of the things we will be doing to say "Thank You".

P. S. Once again the Goodwin's Market staff and I thank you for your loyal support, and therefore our jobs!

Sincerely

Your Name
Your Title

Goodwin's Market

Week of: October 30 2005 to November 5 2005

CardNo	Customer	Rank	Cost	Sales	Items	Gross Profit	GM
3176887	NORTON KAREN	1	\$0.00	\$200.63	16,065.00	\$200.63	100.00%
3364759	WAGONNER SUZANNE	2	\$98.33	\$165.35	80.66	\$62.53	38.87%
0677014	JOHNSON BARBARA	3	\$67.50	\$145.31	53.22	\$77.81	53.55%
0621996	FREDERICK JOANNA	4	\$69.51	\$121.70	40.05	\$48.90	41.29%
1929428	SMITH CYNTHIA	5	\$60.76	\$104.07	42.49	\$38.33	38.68%
0921607	ROLLANDS BETTY	6	\$63.23	\$101.53	37.44	\$38.30	37.72%
9310564	STEPHENS SHERYL	7	\$58.32	\$97.77	48.00	\$39.45	40.35%
0040003949864	THOMAS TREVOR	8	\$48.20	\$97.73	26.00	\$46.24	48.96%
3169779	MORRIS MIKE	9	\$47.10	\$97.16	18.32	\$42.07	47.18%
0153125	MOORE RAYMOND	10	\$53.14	\$96.23	39.94	\$38.78	42.19%
0116275	RAYMOND LINDA	11	\$42.20	\$94.92	51.70	\$32.89	43.80%
0430738	LEE SARAH	12	\$49.08	\$90.66	252.13	\$41.59	45.86%
0576903	SANDERSON ELIZABETH	13	\$48.68	\$88.72	37.30	\$32.47	40.00%
0067073	BROWN LORIE	14	\$56.47	\$85.67	22.68	\$28.21	33.31%
0162685	GILES LINDA	15	\$58.78	\$84.46	17.00	\$25.68	30.40%
0806734	SHARKS LISA	16	\$119.23	\$84.02	59.76	(\$35.21)	-41.90%
0005084	BANKS GERALD	17	\$52.20	\$83.30	43.09	\$31.10	37.33%
0040003948188	BURTON KATE	18	\$30.18	\$82.46	27.94	\$50.30	62.49%
8813708	DENNIS JAMES	19	\$32.24	\$79.65	186.13	\$36.33	52.98%
0205984	WALKER LLOYD	20	\$42.13	\$79.27	837.66	\$33.95	44.62%
0506188	WILLIAMS FRANCIS	21	\$44.85	\$78.79	36.94	\$32.95	42.35%
0012505	BRANDON AARRON	22	\$56.81	\$78.57	30.83	\$21.76	27.68%
0910863	ROBERTS KATHY	23	\$41.19	\$71.93	32.00	\$28.25	40.68%

Goodwin's Market

Customer Sales

Total Store

Start Date: 10/24/2005

End Date: 10/24/2005

Customer	Card #	Home Phone	Zip Code	Qty	Cost	Total	Profit	GM
BARBARA WATERS	0029521	9195553262	92325	9.25	\$7.39	\$22.72	\$15.33	67.50%
Janet Winston	0040000404434			7.90	\$1.65	\$13.91	\$12.26	88.14%
Brad Harolds	0040001571170			4.00	\$9.16	\$11.05	\$1.89	17.11%
Catherine Jones	0040001642207			7.00	\$0.99	\$4.83	\$3.84	79.57%
Miles Lansden	0040002252523			2.00	\$0.00	\$2.03	\$2.03	100.00%
Laura Hallmark	0040002965247			7.00	\$15.15	\$20.93	\$5.79	27.64%
Kate Burton	0040003948188			5.00	\$8.07	\$11.53	\$3.46	30.04%
HEATHER FINCH	0040004160584			6.00	\$4.70	\$10.88	\$6.18	56.84%
Brent Parker	0040004260310			5.00	\$0.70	\$4.66	\$3.96	85.07%
LORI ANDERSON	0040004592619			6.00	\$2.25	\$5.09	\$2.84	55.83%
GEORGE THOMAS	0040004799520			26.00	\$23.45	\$44.41	\$20.96	47.20%
Tom Barns	0040005077173			29.00	\$21.40	\$38.37	\$16.97	44.23%
Vera Nelson	0040005430622			4.00	\$1.91	\$4.72	\$2.81	59.54%
Sally Crafton	0040005579368			7.00	\$5.53	\$13.17	\$7.65	58.05%
Carol Williams	0040006804864			2.00	\$1.14	\$5.88	\$4.74	80.64%
Mark Eagles	0040007269789			2.00	\$0.00	\$3.49	\$3.49	100.00%
Linda Lewis	0043262	9195550433	92325	16.00	\$32.58	\$53.65	\$21.07	39.28%
Elizabeth Krumstead	0043842	9195557286	92325	11.54	\$15.80	\$33.51	\$17.71	52.86%
Andrew Martins	0065580	9195554766	92325	19.73	\$20.77	\$36.46	\$15.69	43.04%
MARY SILVERS	0168212	9195554514	92325	12.51	\$24.78	\$44.78	\$20.00	44.68%
Sara Wallace	0178863	9195552419	92325	8.00	\$7.70	\$12.67	\$4.97	39.24%
Lynn Graham	0204661	9195553789	92325	23.47	\$19.96	\$48.07	\$28.11	58.49%
Betty Morris	0306728	9195554775	92322	2.00	\$4.11	\$6.78	\$2.67	39.39%

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Customer Sales

Goodwin's Market Customers

Sorted by: Last Name

Customer Name	Address	Card Number	Link	Home Phone	Purchases	Shopped
ALLEN, ART	2712 Little Bear Dr. 131 Rim Forest, Ca 92378	0730241		(919)555-9955	\$1980.33	2
ANDERSON, MARVIN	2234 Davis Ct 1546 Crestline, Ca 92325	3647156		(919)555-6426	\$345.50	1
BAINS, JANE	PO BOX 225 23133 BALSAM LN CRESTLINE, CA 92325	4709938		(919)555-5025	\$210.98	0
DAVIS, ROBIN E	133 Bernard Crestline, Ca 92325	0845527		(919)555-0493	\$318.48	1
EDWARDS, THOMAS	PO BOX 2177 4678 DARFO DR CRESTLINE, CA 92325	9657543		(919)555-7535	\$2988.54	3
EDWINS, JANNICE	PO BOX 3998 29872 LINX CRESTLINE, CA 92325	3400018		(919)555-0393	\$10,964.09	4

Goodwin's Market

Departments

Dept	Sub	Date	Modified	Food	Discount	Unit of	Coupon	Discount	Halo	Lalo	Tax						
No	No.	Name	Modified	By	Stamps	Hash	A	B	Measure	Link	Link	Limit	Limit	A	B	C	D
1	0	GROCERY	06/24/99	26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DEPTCOUPON001	DEPTDISCNT001	\$30.00	\$0.05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	1	GROCERY TAXABLE	06/24/99	26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DEPTCOUPON001	DEPTDISCNT001	\$30.00	\$0.05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	0	PHOTO	02/19/00	32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DEPTCOUPON002	DEPTDISCNT002	\$20.00	\$0.05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	0	BAKERY	06/12/00	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DEPTCOUPON003	DEPTDISCNT003	\$15.00	\$0.03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	0	PRODUCE	12/04/01	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DEPTCOUPON004	DEPTDISCNT004	\$100.00	\$0.05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	0	MEAT	06/24/99	26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DEPTCOUPON005	DEPTDISCNT005	\$20.00	\$0.05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	0	WINE / LIQUOR	06/24/99	26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DEPTCOUPON006	DEPTDISCNT006	\$20.00	\$0.05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	0	GENERAL	06/24/99	26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DEPTCOUPON007	DEPTDISCNT007	\$20.00	\$0.05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	0	DELI	06/24/99	26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DEPTCOUPON008	DEPTDISCNT008	\$30.00	\$0.05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	0	GIFTS	02/19/00	32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DEPTCOUPON010	DEPTDISCNT010	\$20.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	0	BAD CHECK	04/26/02	2	<input type="checkbox"/>	<input type="checkbox"/>				DEPTCOUPON021	DEPTDISCNT021	\$10.00	\$0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Goodwin's Market

Discount & Coupon Summary

Balance as of: 10/19/2005

Department	Discounts	Coupons
GROCERY	(\$1.78)	(\$356.70)
PHOTO	\$0.00	\$0.00
MEAT	\$0.00	(\$4.00)
WINE / LIQUOR	\$0.00	\$0.00
BAD CHECK PAYMENT	\$0.00	\$0.00
BAKERY	(\$0.26)	\$0.00
PRODUCE	\$0.00	(\$1.10)
GIFTS	\$0.00	\$0.00
GENERAL MERCHANDISE	\$0.00	(\$84.32)
DELI	(\$3.10)	\$0.00
Total:	<u><u>(\$5.14)</u></u>	<u><u>(\$446.12)</u></u>

Goodwin's Market

Electronic Coupons

Coupon ID	Description	Type	Amount	Coupon Link	Trigger	Trigger Amt/Qty	Min Purchase	Limit	NextUse	No Purchase	Effect.	Expir.	Priority	Multi Use	UpcLink
Upc															
1	4th of July Celebration	PC	(\$\$0.01)		0000000001101	1.00	\$50.00	999	<input type="checkbox"/>	<input type="checkbox"/>	06/28/00	07/05/00	1	<input type="checkbox"/>	DEPTELECPN001
2	PS KRFT DLX MC&CZ	PC	(\$\$0.25)		0002100065886	1.00	\$0.01	999	<input type="checkbox"/>	<input type="checkbox"/>	01/15/01		1	<input type="checkbox"/>	DEPTELECPN001
3	PS NEAR EAST ORIG RICE PILAF	PC	(\$\$0.10)		0007225100105	1.00	\$0.01	999	<input type="checkbox"/>	<input type="checkbox"/>	06/22/01	11/17/01	1	<input type="checkbox"/>	DEPTELECPN001

Processed: 11/01/2005
 Cashier: 27
 Customer: 0040000404434
 Points
 Trans Date: 11/01/2005
 Trans Time: 4:07:00 pm
 Trans #: 3

Trans Total: \$20.61
 Total Tax A: \$0.00
 Total Tax B: \$0.00
 Total Tax C: \$0.00
 Total Tax D: \$0.00

Type	Sub Type	Status	Dept	Qty	UPC	Amt	Tax				
							A	B	C	D	
											FS
			5	1.60	0026163100000	\$6.38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					FRYER BRST BNLS						
			5	1.62	0026163100000	\$6.46	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					FRYER BRST BNLS						
			1	1.00	0007313000732	\$3.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					OROWEAT POT BREAD						
			1	1.00	0004139001185	\$2.29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					KIKMN TRIYK HNY PNAPL						
			1	1.00	0004138085005	\$2.19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					7 GC HOMO MILK HF						
Total	Debit Card		0	1.00		(\$60.61)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Card type:	Card #:	4820XXXXXXXX7909	Expires:	0703	Auth #:	138096	Ref #:				
Total	Cash		0	-1.00		\$40.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Goodwin's Market Employees

Employee	Cashier Password	Chkstnd Security	Admin Password	Admin Security	First Name	Last Name	DL #	Job Title	Active	Purchases
1	13	20	19	20	Employee	Generic		Checker	<input type="checkbox"/>	
27	155	10	80	10	Cindy	Martins		Gen. Mer.	<input type="checkbox"/>	
29	990	6	94	6	Janet	Windsor		Bookkeeper	<input type="checkbox"/>	
30	867	20	867	20	Larry	Masterson		Grocery	<input type="checkbox"/>	
33	5373	1	77	10	David	Goodyear		President	<input type="checkbox"/>	
34	5512	20	180	20	Bridgette	Jones		Payroll	<input type="checkbox"/>	
37	9108	1	11	4	John	Ralph		Grocery	<input type="checkbox"/>	
40	2489	1		1	Supervisor1	Supervisor1		Front end	<input type="checkbox"/>	
41	329	1		1	Supervisor2	Supervisor2		Front end	<input type="checkbox"/>	
42	705	1		1	Deli	,		Deli Dept.	<input type="checkbox"/>	
43	81706	1		1	Bakery	Dept		Bakery	<input type="checkbox"/>	
97	9025	1		1	Supervisor 3	Supervisor 3			<input type="checkbox"/>	
109	4740	6	60	10	Larry	Johnson		Checker	<input type="checkbox"/>	
115	384	8	36	8	Mark	Eagles		Manager	<input type="checkbox"/>	
117	179	20	39	20	Donna	Anderson			<input type="checkbox"/>	
128	565	8	60	8	Kim	Newell		CASHIER	<input type="checkbox"/>	
130	5977	10	41	10	Melinda	Martinez		Cashier	<input type="checkbox"/>	
140	0	10	178	10	Jim	Barrister		Acctng	<input type="checkbox"/>	
141	0	20	49	20	Store	Close		Store c	<input type="checkbox"/>	

Goodwin's Market

Inventory Analysis by Crisps and Chips

StartDate: 9/11/2005

EndDate: 11/28/2005

UPC	Description	Beginning	Received	Sold	Adj	Ending	Shrink	Cost	Price
0000000000022	Rice Cakes	71.00	0.00	29.00	0.00	42.00	0.00	\$84.00	\$147.00
0000000008888	Pretzels	98.00	0.00	24.00	0.00	74.00	0.00	\$99.16	\$173.16
0000000009999	Onion Pretzels	99.00	0.00	17.00	0.00	82.00	0.00	\$109.88	\$191.88
0000000456701	BBQ Potato Chips	87.00	0.00	15.00	0.00	72.00	0.00	\$72.00	\$216.00
Total:		355.00	0.00	85.00	0.00	270.00	0.00	\$365.04	\$728.04

Goodwin's Market

Inventory Count

Inventory Count Id: Soda Aisle

UPC	Description	Qty	Unit Cost	Total Cost	Unit Price	Total Price	Dept	Section	Vendor	Pack	Size	Count Date	Applied On	Applied Qty
0000000000123	Cola	23.00	\$0.50	\$11.50	\$1.75	\$40.25	17	120	2	24		11/14/05		
0000000000234	Lemon-Lime	27.00	\$0.50	\$13.50	\$1.75	\$47.25	17	120	2	24	'12oz'	11/14/05		
0000000000345	Orange Soda	45.00	\$0.50	\$22.50	\$1.75	\$78.75	17	120	2	24		11/14/05		
Total:				\$47.50		\$166.25								

Goodwin's Market

24089 Lake Gregory Drive

TO :

BRITISH WHOLESALE IMPORTS, INC.

5711 CORSA AVENUE

WESTLAKE VILLAGE, CA 91362

8189916644

8189918829

Ship To:

Goodwin's Market

24089 Lake Gregory Drive

Purchase Order

P. O. Date	P. O. #	Invoice Date		Invoice #	Requisitioner		Ship Via		Terms	
11/28/2005	0000000028									
UPC	Item C.	Qty.	Unit	Description	G.P.	G.M.	Price	Cost	Ext. Retail	Total
0123321123321		50.00	pieces	After Eight Dinner Mints	\$69.53	53.68%	\$2.59	\$1.20	\$129.53	\$60.00
1234432234432		45.00	pieces	McVities Digestives	\$45.46	78.30%	\$1.29	\$0.28	\$58.06	\$12.60
		95.00			\$114.99	\$61.30	\$3.88	\$1.48	\$187.59	\$72.60

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.

Adjustments: \$0.000**Total:** **\$72.600****Vendor Total:**

Goodwin's Market

Invoice Total Report - DSD and Non-DSD

Department: All Departments

Vendor: All Vendors

Start: 11/27/2005 End: 11/29/2005

Invoice Date	Invoice Number	Total Cost	Total Price	Gross Margin	Gross Profit
Non-DSD Vendors					
GROCERY					
BRITISH WHOLESALE IMPORTS, INC.					
11/29/2005	1128	\$72.60	\$187.59	\$61.30	\$114.99
Vendor Total		<u>\$72.60</u>	<u>\$187.59</u>	<u>\$61.30</u>	<u>\$114.99</u>
Department Total		<u>\$72.60</u>	<u>\$187.59</u>	<u>\$61.30</u>	<u>\$114.99</u>
Sub Total		<u>\$72.60</u>	<u>\$187.59</u>	<u>\$61.30</u>	<u>\$114.99</u>
Grand Total		<u>\$72.60</u>	<u>\$187.59</u>	<u>\$61.30</u>	<u>\$114.99</u>

IN STORE CHARGE

Bill to:

S.B. COUNTY REGIONAL PARK

,

Period	Current Balance	Terms
11/1/2005 - 11/1/2005	\$67.35	NET 30 DAYS

Statement Beginning Balance: **\$38.71**

Date	Activity	Reference No	Amount
11/01/05	Charge	05111-220-2-2-12	\$28.64

Statement Ending Balance: \$67.35

Please send your payment with this note.

Goodwin's Market

Pickup Slip

Cashier Linda Harrison

Cashier Signature _____

Manager Lori Miller

Manager Signature _____

Lane 4

Till 4

Tender Name	Amount	Customer No.
Cash	\$600.00	
SubTotal:	\$600.00	
Check	Total: \$23.32	0049989989231
Check	\$75.55	0043987677874
Check	\$22.38	0045677834238
Check	\$25.44	0049877891225
Check	\$137.21	0046788766652
Check	\$144.50	0049887822877
Check	\$56.11	0047225511662
Check	\$151.82	0048773377228
Check	\$109.67	0046787655467
SubTotal:	\$746.00	
Total:	\$1,346.00	

Goodwin's Market

Mass Product Changes

BatchNo: BIG3d

Upc	Description	Normal Cost	Normal Price	Normal Gross	Special Cost	Special Price	Special Gross	FS	Scale	DSD	Vendor	Section	Dept
0003200000146	SPARKLETT'S WTR 24 PACK	\$2.75	\$4.99	\$44.89	\$3.05	\$2.99	(\$2.14)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	140	1
0004138070095	GC EGGS 20 CT	\$1.37	\$2.99	\$54.18	\$1.01	\$1.49	\$32.21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	157	1
0004240001363	TOOTIE FRUITIES	\$2.66	\$3.19	\$16.61	\$1.76	\$1.79	\$1.96	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	125	1
0004240040463	MOM GOLDEN PUFFS	\$2.56	\$3.29	\$22.30	\$1.76	\$1.79	\$1.79	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	125	1
0007480040306	OHSE BACON 12 OZ	\$1.47	\$2.99	\$50.90	\$1.46	\$0.99	(\$47.78)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	526	5
Total:		\$10.80	\$17.45		\$9.04	\$9.05							

Goodwin's Market

Monitor Tills

Lane	Till	Cashier Name	Tender Name	Tendered Amount
4	4	Linda H.		
			Cash	\$587.58
			Credit Card	\$146.18
			Check	\$146.69
			Coupons	\$16.99
			Debit Card	\$106.76
			Elec Foodstamps	\$46.71
			Food Stamps	\$191.28
			InStore Charges	\$208.06
			Store Coupons	\$16.26
			Total:	\$1,466.51
5	5	Sarah M.		
			Cash	\$384.87
			Credit Card	\$205.86
			Check	\$172.19
			Coupons	\$8.00
			Debit Card	\$145.36
			Elec Foodstamps	\$61.66
			Food Stamps	\$15.58
			InStore Charges	\$144.61
			Store Coupons	\$6.44
			Total:	\$1,144.57

Goodwin's Market

Outstanding Purchase Orders - Total Store

Start Date: 11/14/2005 End Date: 11/29/2005

PO Date	PO Number	Total Cost	Total Price	Gross Margin	Gross Profit
A J GRIFFITHS					
11/14/05	0000000027	\$120.00	\$205.39	41.57%	\$85.39
		\$120.00	\$205.39		\$85.39
AMIZETTA WINERY					
11/14/05	0000000026	\$127.83	\$250.84	49.04%	\$123.01
		\$127.83	\$250.84		\$123.01
Total		\$247.83	\$456.23		\$208.40

Goodwin's Market

Price Changes History

Start Date: 11/1/2005

End Date: 11/1/2005

Cost	Price	Method	Deal Price	Qty	Special	Date Modified	Who Modified
000000000222 - D.F. BULK COFFEE							
\$5.30	\$7.39	Unit-Pricing			<input type="checkbox"/>	11/01/05	21 - Gary Parker
000000000403 - RUSSET POTATOES							
	\$0.29	Unit-Pricing			<input type="checkbox"/>	11/01/05	160 - Leslie Morris
000000000404 - POTATOES:10 LBS							
\$2.10	\$2.59	Unit-Pricing				11/01/05	160 - Leslie Morris
000000000553 - TANGERINES							
\$0.50	\$0.69	Unit-Pricing				11/01/05	160 - Leslie Morris
0001111178040 - AXE SHOWER GEL UNL							
\$2.51	\$3.99	Unit-Pricing				11/01/05	30 - Larry Johnson
0001254667151 - TRID STRAW FUSION							
\$0.64	\$0.99	Unit-Pricing				11/01/05	30 - Larry Johnson
0001254867153 - TRID WINTERGREEN FUSION							
\$0.64	\$0.99	Unit-Pricing				11/01/05	30 - Larry Johnson
0001380004546 - ST HSD GRILL LME CHKN							
\$2.33	\$3.59	Unit-Pricing				11/01/05	160 - Leslie Morris
0001480064600 - HAWAIIAN PUNCH RED							
\$1.39	\$1.99	Unit-Pricing				11/01/05	30 - Larry Johnson
0001480064601 - HAWAIIAN PNCH ORNGE							
\$1.39	\$1.99	Unit-Pricing				11/01/05	30 - Larry Johnson
0001480064602 - HAW PUNCH STRW SRF							
\$1.39	\$1.99	Unit-Pricing				11/01/05	30 - Larry Johnson
0001480064603 - HAWAIIAN PNCH GRAPE							
\$1.39	\$1.99	Unit-Pricing				11/01/05	30 - Larry Johnson
0001600026081 - BC C/M FETT ALFREDO							
\$3.83	\$4.59	Unit-Pricing				11/01/05	30 - Larry Johnson
0001600026083 - BC CM CH BUTTERMILK BIS							
\$3.83	\$4.59	Unit-Pricing				11/01/05	30 - Larry Johnson
0002200000775 - JUICY FRUIT TROP KIWI							
\$0.64	\$0.99	Unit-Pricing				11/01/05	30 - Larry Johnson
0002870000300 - TREE TOP APPLE CIDER							
\$3.87	\$4.99	Unit-Pricing				11/01/05	30 - Larry Johnson
0003000005040 - AJ PANCAKE MIX							
\$0.00	\$0.99	Unit-Pricing	\$0.00	0.00	<input type="checkbox"/>	11/01/05	JobPendingCPC7805
0003000005070 - A.J. COMP PNCKE MIX							
\$0.00	\$0.99	Unit-Pricing	\$0.00	0.00	<input type="checkbox"/>	11/01/05	JobPendingCPC7805
0003000005240 - A.J BCKWHEAT PNCKES							
\$0.00	\$0.99	Unit-Pricing	\$0.00	0.00	<input type="checkbox"/>	11/01/05	JobPendingCPC7805
0003000005300 - A.J. COMP BTRMLK PNCKE							
\$0.00	\$0.99	Unit-Pricing	\$0.00	0.00	<input type="checkbox"/>	11/01/05	JobPendingCPC7805

Goodwin's Market

Product Ad Batch - Gavina

Start Date: 8/8/2005

End Date: 12/31/2005

Upc	Description	Vendor	Dept	Section	Normal Cost	Special Cost	Normal Price	Special Price	Price Diff	Normal Gross	Special Gross	Ad Loss	Sold
0000000000222	D.F. BULK COFFEE	321	1	900	\$5.80	\$5.30	\$7.89	\$7.39	\$0.50	26.49%	28.28%	\$0.00	0.00
0007232300060	D.F. COLOMBIA COFFEE	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300061	D.F. DECAF FRENCH	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300062	D.F. DECAF REGULAR	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300063	D.F. ESPRESSO ROAST	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300064	D.F. FRENCH ROAST	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300065	DF GUATE ANTIGUA WHL	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300066	D.F. KONA BLEND WHL BN	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300067	D.F. MOKA JAVA	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300068	D.F. OWN FAMILY BLND	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300070	D.F. VIENNA ROAST	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300073	DF DCAF FRN VAN WHL	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300074	D.F. DECAF AU CHOC	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300078	D.F. CAFE FR VAN WHL	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300080	D.F. CAFE AU-CHOC	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300088	DF HAWAII HZLNUT WHL	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300333	DF COLOMBIA SUPREME	321	1	133	\$3.95	\$3.55	\$5.29	\$4.89	\$0.40	25.33%	27.40%	\$0.00	0.00
0007232300334	D.F. VANILLA NUT	321	1	133	\$3.95	\$3.55	\$5.29	\$4.89	\$0.40	25.33%	27.40%	\$0.00	0.00
0007232300335	D.F. CINN HAZELNUT	321	1	133	\$3.95	\$3.55	\$5.29	\$4.89	\$0.40	25.33%	27.40%	\$0.00	0.00
0007232300336	D.F. FRENCH ROAST	321	1	133	\$3.95	\$3.55	\$5.29	\$4.89	\$0.40	25.33%	27.40%	\$0.00	0.00
0007232300338	D.F. HAWAIIAN BLEND	321	1	133	\$3.95	\$3.55	\$5.29	\$4.89	\$0.40	25.33%	27.40%	\$0.00	0.00
0007232300340	D.F. HAWAIIAN HAZEL	321	1	133	\$3.95	\$3.55	\$5.29	\$4.89	\$0.40	25.33%	27.40%	\$0.00	0.00
0007232300357	D.F. CAFE VAN NUT WHL	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300358	DF CARAMEL CREME	321	1	133	\$3.95	\$3.55	\$5.29	\$4.89	\$0.40	25.33%	27.40%	\$0.00	0.00
0007232300359	D.F. CAFE FR CARAMEL	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300360	DF DECAF VANILLA NUT	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300361	D.F. DECAF CINN HAZEL	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300362	D.F. DECAF FR CARM WHL	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300363	D.F. DECAF HAWAII HAZ	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300364	D.F. CAFE CINN HZL WHL	321	1	133	\$5.15	\$4.65	\$6.79	\$6.29	\$0.50	24.15%	26.07%	\$0.00	0.00
0007232300376	D.F. ESPRESSO	321	1	133	\$3.95	\$3.55	\$5.29	\$4.89	\$0.40	25.33%	27.40%	\$0.00	0.00
0007232300467	D.F. BUTTERSCOTCH	321	1	133	\$3.95	\$3.55	\$5.29	\$4.89	\$0.40	25.33%	27.40%	\$0.00	0.00

Upc	Description	Vendor	Dept	Section	Normal Cost	Special Cost	Normal Price	Special Price	Diff	Normal Gross	Special Gross	Ad Loss	Sold
0007232300524	DF N/W DARK ROAST	321	1	133	\$3.95	\$3.55	\$5.29	\$4.89	\$0.40	25.33%	27.40%	\$0.00	0.00
0007232301118	DF DECAF COLOMBIAN	321	1	133	\$3.95	\$3.55	\$5.29	\$4.89	\$0.40	25.33%	27.40%	\$0.00	0.00
Price													
Total:					\$162.55	\$146.65	\$215.46	\$199.56	\$15.90			\$0.00	0.00

Goodwin's Market

Product Ad Loss By Batch

Batch - Coffee 8/8/2005 - 12/31/2005

Vendor	Section	UPC	Description	Normal Price	Special Price	Special Cost	Qty	Sales	Cost	Profit	Mark Down
GROCERY - 1											
321	900	0000000000222	D.F. BULK COFFEE	\$7.89	\$7.39	\$5.30	305.52	\$2,325.5	\$1,686.9	\$638.65	\$83.74
321	133	0007232300060	D.F. COLOMBIA COFFEE	\$6.79	\$6.29	\$4.65	28.00	\$182.62	\$136.70	\$45.92	\$7.50
321	133	0007232300061	D.F. DECAF FRENCH	\$6.79	\$6.29	\$4.65	4.00	\$25.66	\$19.10	\$6.56	\$1.50
321	133	0007232300062	D.F. DECAF REGULAR	\$6.79	\$6.29	\$4.65	4.00	\$26.16	\$19.60	\$6.56	\$1.00
321	133	0007232300063	D.F. ESPRESSO ROAST	\$6.79	\$6.29	\$4.65	11.00	\$70.69	\$52.65	\$18.04	\$4.00
321	133	0007232300064	D.F. FRENCH ROAST	\$6.79	\$6.29	\$4.65	31.00	\$199.99	\$149.15	\$50.84	\$10.50
321	133	0007232300065	DF GUATE ANTIGUA WHL	\$6.79	\$6.29	\$4.65	15.00	\$97.85	\$73.25	\$24.60	\$4.00
321	133	0007232300066	D.F. KONA BLEND WHL BN	\$6.79	\$6.29	\$4.65	51.00	\$330.79	\$247.15	\$83.64	\$15.50
321	133	0007232300067	D.F. MOKA JAVA	\$6.79	\$6.29	\$4.65	31.00	\$204.49	\$153.65	\$50.84	\$6.00
321	133	0007232300068	D.F. OWN FAMILY BLND	\$6.79	\$6.29	\$4.65	8.00	\$50.82	\$37.70	\$13.12	\$3.50
321	133	0007232300070	D.F. VIENNA ROAST	\$6.79	\$6.29	\$4.65	6.00	\$39.24	\$29.40	\$9.84	\$1.50
321	133	0007232300073	DF DCAF FRN VAN WHL	\$6.79	\$6.29	\$4.65	6.00	\$39.74	\$29.90	\$9.84	\$1.00
321	133	0007232300074	D.F. DECAF AU CHOC	\$6.79	\$6.29	\$4.65	6.00	\$39.24	\$29.40	\$9.84	\$1.50
321	133	0007232300078	D.F. CAFE FR VAN WHL	\$6.79	\$6.29	\$4.65	12.00	\$78.48	\$58.80	\$19.68	\$3.00
321	133	0007232300080	D.F. CAFE AU-CHOC	\$6.79	\$6.29	\$4.65	3.00	\$19.87	\$14.95	\$4.92	\$0.50
321	133	0007232300088	DF HAWAII HZLNUT WHL	\$6.79	\$6.29	\$4.65	12.00	\$78.48	\$58.80	\$19.68	\$3.00
321	133	0007232300333	DF COLOMBIA SUPREME	\$5.29	\$4.89	\$3.55	47.00	\$239.83	\$176.85	\$62.98	\$8.80
321	133	0007232300334	D.F. VANILLA NUT	\$5.29	\$4.89	\$3.55	84.00	\$430.36	\$317.80	\$112.56	\$13.60
321	133	0007232300335	D.F. CINN HAZELNUT	\$5.29	\$4.89	\$3.55	52.00	\$265.08	\$195.40	\$69.68	\$10.00
321	133	0007232300336	D.F. FRENCH ROAST	\$5.29	\$4.89	\$3.55	20.00	\$100.20	\$73.40	\$26.80	\$5.60
321	133	0007232300338	D.F. HAWAIIAN BLEND	\$5.29	\$4.89	\$3.55	27.00	\$135.63	\$99.45	\$36.18	\$7.20
321	133	0007232300340	D.F. HAWAIIAN HAZEL	\$5.29	\$4.89	\$3.55	63.00	\$318.47	\$234.05	\$84.42	\$14.40
321	133	0007232300357	D.F. CAFE VAN NUT WHL	\$6.79	\$6.29	\$4.65	21.00	\$136.59	\$102.15	\$34.44	\$6.00
321	133	0007232300358	DF CARAMEL CREME	\$5.29	\$4.89	\$3.55	55.00	\$278.55	\$204.85	\$73.70	\$12.40

Batch - Coffee 8/8/2005 - 12/31/2005

Vendor	Section	UPC	Description	Normal Price	Special Price	Special Cost	Qty	Sales	Cost	Profit	Mark Down
321	133	0007232300359	D.F. CAFE FR CARAMEL	\$6.79	\$6.29	\$4.65	8.00	\$51.82	\$38.70	\$13.12	\$2.50
321	133	0007232300360	DF DECAF VANILLA NUT	\$6.79	\$6.29	\$4.65	9.00	\$59.11	\$44.35	\$14.76	\$2.00
321	133	0007232300361	D.F. DECAF CINN HAZEL	\$6.79	\$6.29	\$4.65	8.00	\$52.32	\$39.20	\$13.12	\$2.00
321	133	0007232300362	D.F. DECAF FR CARM WHL	\$6.79	\$6.29	\$4.65	12.00	\$78.98	\$59.30	\$19.68	\$2.50
321	133	0007232300363	D.F. DECAF HAWAII HAZ	\$6.79	\$6.29	\$4.65	10.00	\$63.90	\$47.50	\$16.40	\$4.00
321	133	0007232300364	D.F. CAFE CINN HZL WHL	\$6.79	\$6.29	\$4.65	15.00	\$98.35	\$73.75	\$24.60	\$3.50
321	133	0007232300376	D.F. ESPRESSO	\$5.29	\$4.89	\$3.55	27.00	\$138.03	\$101.85	\$36.18	\$4.80
321	133	0007232300467	D.F. BUTTERSCOTCH	\$5.29	\$4.89	\$3.55	51.00	\$255.79	\$187.45	\$68.34	\$14.00
321	133	0007232300524	DF NW DARK ROAST	\$5.29	\$4.89	\$3.55	14.00	\$70.86	\$52.10	\$18.76	\$3.20
321	133	0007232301118	DF DECAF COLOMBIAN	\$5.29	\$4.89	\$3.55	28.00	\$142.92	\$105.40	\$37.52	\$5.20
				<u>\$215.46</u>	<u>\$199.56</u>	<u>\$146.65</u>	<u>1,084.52</u>	<u>\$6,726.4</u>	<u>\$4,950.6</u>	<u>\$1,775.81</u>	<u>\$269.44</u>
Total:				<u>\$215.46</u>	<u>\$199.56</u>	<u>\$146.65</u>	<u>1,084.52</u>	<u>\$6,726.4</u>	<u>\$4,950.6</u>	<u>\$1,775.81</u>	<u>\$269.44</u>

Goodwin's Market Product Mix Match Report

Mismatch-Code	UPC	Description	Section	Normal Cost	Normal Price	Special Cost	Special Price	Normal Margin	Special Margin
GROCERY - 1									
1218	0001200000016	PEPSI SODA 12 PACK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200000169	DIET MTN DEW 12 PACK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200000190	DIET PEPSI 12 PACK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200000225	MTN DEW 12 PACK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200000491	CAF FREE PEPSI 12 PAK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200000495	CAF FREE DIET PEPSI 12 PAK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200000856	ORANGE SLICE 12 PACK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001003	MTN DEW PTCH BLK 12 PK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001283	PEPSI HOLIDAY SPICE	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001343	TROP ORANGEADE	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001344	TROP ORNGEADE 12 PAK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001359	TROP ORNGEADE 12PAK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001360	TROP S/F ORANGEADE	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001368	TROP FRUIT PUNCH 12 PAK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001369	TROP S/F FRT PUNCH	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001458	TROP DT ORNG TWST 12 PAK	900	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001465	TROP TWST GRAPE 12 PK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001474	TROP TWST ORNG 12 PAK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001481	TROPICANA STRAWBRY	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001506	PEPSI LIME	900	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001507	PEPSI W/LIME 12 PACK	900	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001519	DIET PEPSI W/LME 12 PAK	900	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001520	DIET PEPSI W/LME 12 PAK	900	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200001661	MTN DW PTCH BLK II 12 PK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200010015	MUG ROOT BEER 12 PAK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200010046	MTN DEW CODE RD 12 PAK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200010129	SIERRA MIST 12 PACK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200010176	DIET MTN DEW CDE RD	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%
1218	0001200010631	PEPSI TWIST 12 PACK	139	\$2.90	\$3.99	\$2.95	\$3.00 (2/\$6.00)	27.32%	1.67%

Goodwin's Market

Product Ad Batch - kcpc2

Start Date: 7/12/2005

End Date: 7/12/2005

UPC	Description	Vendor	Dept	Section	Normal Cost	Special Cost	Normal Price	Special Price	Price Diff	Normal Gross	Special Gross	Ad Loss	Sold
0002820000127	MARLBORO (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000156	MARLBORO MENTH (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000159	MARLBORO (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000160	VIRG SLIMS (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.34	\$1.35	21.75%	26.35%	\$0.00	0.00
0002820000161	VIRG SLIMS (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.34	\$1.35	21.75%	26.35%	\$0.00	0.00
0002820000162	VIRG SLIMS (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.34	\$1.35	21.75%	26.35%	\$0.00	0.00
0002820000163	VIRG SLIMS (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.34	\$1.35	21.75%	26.35%	\$0.00	0.00
0002820000178	MARLBORO (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000179	MARLBORO (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000270	MARLBORO (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000271	MARLBORO (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000274	MARLBORO (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000275	MARLBORO (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000276	MARLBORO (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000302	MARLBORO BLEND N27	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000304	MARLBORO BLND 27	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000305	MARLBORO MENT 72 BLUE	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000306	MARLBORO MENT 72 GRN	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000316	PARLIAMENT MENT	1	1	141	\$3.67	\$2.46	\$4.69	\$3.34	\$1.35	21.75%	26.35%	\$0.00	0.00
0002820000327	VIRGINIA SLIMS REG (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000338	PARLIAMENT MEN (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.34	\$1.35	21.75%	26.35%	\$0.00	0.00
0002820000341	MARLBORO (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000342	MARLBORO (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000343	MARLBORO (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000410	MARLBORO (SP)	1	1	141	\$3.67	\$2.46	\$4.69	\$3.19	\$1.50	21.75%	22.88%	\$0.00	0.00
0002820000620	BASIC (SP)	1	1	141	\$3.38	\$2.46	\$4.29	\$2.99	\$1.30	21.21%	17.73%	\$0.00	0.00
0002820000621	BASIC (SP)	1	1	141	\$3.38	\$2.46	\$4.29	\$2.99	\$1.30	21.21%	17.73%	\$0.00	0.00
0002820000622	BASIC (SP)	1	1	141	\$3.38	\$2.46	\$4.29	\$2.99	\$1.30	21.21%	17.73%	\$0.00	0.00

Goodwin's Market

Products by Department - GENERAL MERCHANDISE

Average Gross Profit: \$37.43

UPC	Description	Normal Cost	Normal Price	Special Cost	Special Price	Gross Margin	Disc.	Effective Schedule	Mix Match Code	Vendor Tax	Scale	FS	DSD
0000000005727	CREST TOOTHPASTE	\$0.00	(\$0.01)			100.00%	1						
0000000005728	NYQUIL, DAYQUIL	\$0.00	(\$0.01)			100.00%	1						
0000000005729	HRBL ESSENCE SHMP/CON	\$0.00	(\$0.01)			100.00%	1						
0000000005730	KOTEX	\$0.00	(\$0.01)			100.00%	1						
0000000005731	SCOPE MOUTHWASH	\$0.00	(\$0.01)			100.00%	1						
0000000007681	0		\$0.01				1						
0000000007691	0		\$0.01				1						
0000000007711	0		\$0.01				1						
0000000007721	0		\$0.01				1						
0001575900432	CITRONELLA TORCH	\$0.00	\$2.49			100.00%	1						
0002097233109	10 LIGHT SET	\$0.00	\$0.99			100.00%	1						
0002252304012	WINE BAG	\$0.99	\$1.59			37.74%	1						
0002252304013	WINE BAG	\$0.99	\$1.59			37.74%	1						
0002252304015	WINE BAG	\$0.99	\$1.59			37.74%	1						
0002252304310	WINE BAG	\$0.99	\$1.59			37.74%	1						
0002252304578	WINE BAG	\$0.99	\$1.59			37.74%	1						
0002252334611	WINE BAG	\$0.99	\$1.59			37.74%	1						
0002252334615	WINE BAG	\$0.99	\$1.59			37.74%	1						
0002252334618	WINE BAG	\$0.99	\$1.59			37.74%	1						
0002252334624	WINE BAG	\$0.99	\$1.59			37.74%	1						
0002351378202	PROGSTRN.CREME	\$0.00	\$6.99			100.00%	1						
0002737104015	STERNO LIQUID FUEL	\$3.14	\$5.99			47.58%	0						
0002743400618	TWNLB.CHOLINE CAP	\$0.00	\$8.99			100.00%	1						
0003600001915	KTX MAXI PAD 27CT	\$2.61	\$3.49			25.21%	1						
0003899333882	CALICO 2PK LIGHTERS	\$0.61	\$1.09			44.04%	1						
0003980004012	4 HRNG.AID BATT.	\$0.00	\$5.99			100.00%	1						
0003993800616	PLSTC. TABLE COVER	\$0.00	\$1.99			100.00%	1						
0004130510102	NO BUGS	\$0.00	\$2.29			100.00%	1						
0004160412141	SM.INSULATED MUG	\$0.00	\$2.19			100.00%	1						
0004160412418	LG.INSULATED MUG	\$0.00	\$3.79			100.00%	1						

Goodwin's Market

Product Group - 7 UP 6 PACK 12 OZ

Upc	Description	Normal Cost	Normal Price	Normal Gross	Special Cost	Special Price	Special Gross	FS
0007800000038	7-UP SODA 6 PACK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000079	DIET 7-UP SODA 6 PACK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000256	A&W DIET RT BEER 6 PK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000187	A&W ROOT BEER 6 PACK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000240	DIET RITE COLA 6 PACK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000244	DIET RITE RASP 6 PACK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000280	DIET SUNKIST 6 PACK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000274	SUNKST ORANGE 6 PAK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000264	A&W CRM SODA 6 PACK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000196	RC COLA SODA 6 PACK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000383	DIET RTE WHT GRP 6 PAK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000269	DIET A&W CRM SDA 6 PAK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000579	7-UP UPSIDE DWN 6 PAK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000530	CHERRY 7-UP 6 PACK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000830	DIET CHRY 7-UP 6 PACK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007800000400	HAWAIIAN PUNCH 6 PAK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0005020000125	SUNNY DELIGHT 6 PACK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007686000000	WELCHS GRAPE 6 PACK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0004300000690	CNTRY TME LMNADE 6 PK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
0007686000002	WELCHS STRAW 6 PACK	\$1.83	\$2.39	\$23.43				<input type="checkbox"/>
Total:		\$36.60	\$47.80					

Goodwin's Market

Product Movement

Start Date: 10/24/2005 End Date: 10/31/2005

UPC	Description	Pack/Size	Quantity	Customers
0007114200001	ARROWHEAD SP WTR	1 LTR	17	15
Total Cost	Total Revenue	Margin	Ad Loss	
\$9.061	\$13.43	32.53%	\$0.00	

Movement during Previous Weeks													
<u>8/06</u>	<u>8/13</u>	<u>8/20</u>	<u>8/27</u>	<u>9/03</u>	<u>9/10</u>	<u>9/17</u>	<u>9/24</u>	<u>10/01</u>	<u>10/08</u>	<u>10/15</u>	<u>10/22</u>	<u>10/29</u>	Week Total
45	37	26	37	22	41	24	38	28	28	32	24	17	399
Movement during Previous Months													
<u>10/04</u>	<u>11/04</u>	<u>12/04</u>	<u>1/05</u>	<u>2/05</u>	<u>3/05</u>	<u>4/05</u>	<u>5/05</u>	<u>6/05</u>	<u>7/05</u>	<u>8/05</u>	<u>9/05</u>		Month Total
44	52	29	58	39	43	74	79	123	248	145	125		1,059
Movement during Previous Years													
<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>				Year Total
1435	1904	1724	2558	3174	4862	3423	3628	2192	833				25,733
					\$136.91	\$18.36	\$35.34						

Goodwin's Market

Product Sales

Total Store

Start Date: 10/24/2005

End Date: 10/24/2005

Gross Margin: 43.29%

Upc	Description	Cost	Price	GM	Qty	Revenue	Total Cost	Profit
0000000000368	ENDIVE	\$0.50	\$1.09	54.13%	1.00	\$1.09	\$0.50	\$0.59
0001070070202	WHOPPERS BAG	\$0.76	\$1.09	30.28%	1.00	\$1.09	\$0.76	\$0.33
0001300000105	HEINZ KETCHUP	\$1.32	\$1.99	33.87%	1.00	\$1.99	\$1.32	\$0.67
0001510000039	CREMETTA MOSTACOLI	\$0.79	\$1.29	100.00%	2.00	\$2.38	\$0.00	\$2.38
0001600042040	BISQUICK 40 OZ	\$2.29	\$3.79	39.64%	2.00	\$7.58	\$4.58	\$3.00
0001850005106	PADRINOS R/F ORIG	\$1.84	\$2.69	31.60%	1.00	\$2.69	\$1.84	\$0.85
0002110820216	ROMERO'S BURRITO	\$1.25	\$1.69	26.04%	3.00	\$5.07	\$3.75	\$1.32
0002400001481	DEL MONTE SPINACH	\$1.06	\$1.49	29.09%	2.00	\$2.98	\$2.11	\$0.87
0002680000445	A.B. WIDE NOODLES	\$0.93	\$1.69	44.87%	3.00	\$5.07	\$2.80	\$2.27
0002840000818	F.L. TOST MILD SALSA	\$2.04	\$2.99	31.78%	2.00	\$5.98	\$4.08	\$1.90
0003120035027	O.S. LGHT CRNBRYRASP JCE	\$2.68	\$2.99	31.11%	2.00	\$7.78	\$5.36	\$2.42
0003500039161	SUAVITEL SOFT FLOWER	\$3.05	\$3.69	100.00%	1.00	\$3.19	\$0.00	\$3.19
0003700080172	DWNY SNGL MTN SPG	\$3.71	\$4.99	25.70%	1.00	\$4.99	\$3.71	\$1.28
0004100000332	LIPTON CH NOODLE	\$1.01	\$1.69	40.41%	1.00	\$1.69	\$1.01	\$0.68
0004138001502	SF Y/C SLCD PCHES H/S	\$1.06	\$1.69	37.48%	2.00	\$3.38	\$2.11	\$1.27
0004138018700	SF LRGE ELBOW MAC	\$0.69	\$1.19	42.23%	1.00	\$1.19	\$0.69	\$0.50
0004138049304	S.F. DRY RST SNFLWR	\$1.09	\$1.69	35.66%	4.00	\$6.76	\$4.35	\$2.41
0004138080625	346 CH STONE GR WHEAT	\$1.32	\$1.99	33.67%	4.00	\$7.96	\$5.28	\$2.68
0004156500008	PACE PCIANTE SCE MED	\$0.97	\$1.49	34.90%	1.00	\$1.49	\$0.97	\$0.52
0004300021704	JELLO FRT CHRY CHZ CK	\$2.54	\$3.59	29.20%	1.00	\$3.59	\$2.54	\$1.05
0004440015650	GOR CRNCH FSHSTK	\$3.11	\$4.99	37.76%	1.00	\$4.99	\$3.11	\$1.88
0004740013070	SERIES GEL S/SKN	\$2.06	\$2.99	31.11%	1.00	\$2.99	\$2.06	\$0.93
0004960000034	ANTHONY'S MANICOTTI	\$1.09	\$1.59	31.45%	1.00	\$1.59	\$1.09	\$0.50

Goodwin's Market

Safe Audit

Date	Time Stamp	Tender	Safe Amount	Audited Amount	Safe Change	Manager
10/22/96	12/30/99	Cash	\$10,000.00	\$14,915.00	(\$4,915.00)	James Henderson
10/22/96	12/30/99	Check	\$0.00	\$0.00	\$0.00	James Henderson
10/22/96	12/30/99	Food Stamps	\$250.00	\$85.00	\$165.00	James Henderson
11/17/98	12/30/99	Cash	\$22,528.58	\$15,000.00	\$7,528.58	James Henderson
11/17/98	12/30/99	Check	(\$8,171.48)	\$0.00	(\$8,171.48)	James Henderson
08/30/99	09/02/99	Cash	(\$253,901.12)	\$15,000.00	(\$268,901.12)	James Henderson
08/30/99	09/02/99	Check	(\$447,810.90)	\$0.00	(\$447,810.90)	James Henderson
03/19/00	03/22/00	Cash	(\$10,287.10)	\$15,000.00	(\$25,287.10)	Donna Anderson
03/19/00	03/22/00	Check	(\$31,026.95)	\$0.00	(\$31,026.95)	Donna Anderson
09/09/00	09/12/00	Cash	(\$9,633.23)	\$0.00	(\$9,633.23)	Jaime Henderson
09/09/00	09/12/00	Check	(\$22,253.79)	\$0.00	(\$22,253.79)	James Henderson
09/10/00	09/12/00	Cash	(\$8,895.17)	\$0.00	(\$8,895.17)	James Henderson
09/10/00	09/12/00	Check	(\$9,598.81)	\$0.00	(\$9,598.81)	James Henderson
01/12/01	01/15/01	Cash	(\$80,355.65)	\$15,000.00	(\$95,355.65)	Barbara Carter
01/12/01	01/15/01	Check	(\$95,718.28)	\$0.00	(\$95,718.28)	Barbara Carter
03/05/01	03/07/01	Cash	\$14,437.99	\$15,000.00	(\$562.01)	James Henderson
03/05/01	03/07/01	Check	(\$100.01)	\$0.00	(\$100.01)	James Henderson
03/05/01	03/07/01	Food Stamps	\$0.00	\$0.00	\$0.00	James Henderson
07/28/01	07/30/01	Cash	(\$95,384.09)	\$15,000.00	(\$110,384.09)	James Henderson
07/28/01	07/30/01	Check	(\$144,617.66)	\$0.00	(\$144,617.66)	James Henderson
09/26/01	09/28/01	Cash	(\$15,333.95)	\$15,000.00	(\$30,333.95)	James Henderson
09/26/01	09/28/01	Check	(\$28,951.95)	\$0.00	(\$28,951.95)	James Henderson
09/26/01	09/28/01	Food Stamps	\$20.58	\$0.00	\$20.58	James Henderson
03/06/02	03/08/02	Cash	(\$105,797.43)	\$15,000.00	(\$120,797.43)	James Henderson
03/06/02	03/08/02	Check	(\$126,462.04)	\$0.00	(\$126,462.04)	James Henderson
03/06/02	03/08/02	Food Stamps	\$60.50	\$0.00	\$60.50	James Henderson
12/01/04	12/03/04	Cash	(\$483,501.76)	\$454,876.76	(\$938,378.52)	Larry Martin
12/01/04	12/03/04	Check	(\$401,453.82)	(\$401,453.82)	\$0.00	Larry Martin
12/01/04	12/03/04	Food Stamps	(\$14,370.29)	(\$14,370.29)	\$0.00	Larry Martin

Goodwin's Market Safe Statistics

Balance Date: 10/12/2005

System Generated Deposit

Total Sales	\$32,115.79
OverShort	(\$1.95)
Paid Ins	\$0.00
Paid Outs	\$0.00
Received On Acct	\$0.00
- Atm/Credit	(\$17,152.17)
- Mfg Coupons	(\$241.81)
- Non Depositables	(\$1,570.40)
Safe Adjustments	\$0.00
To be Deposited	\$13,149.46
<hr/>	
Actual Deposit	\$13,159.86
Variance	(\$10.40)

Safe Contents

Food Stamps - \$50.00	\$0.00
Coin (vault tray)	\$0.00
Pennies - \$50.00	\$0.00
Nickels - \$100.00	\$0.00
Dimes - \$350.00	\$0.00
Quarters - \$1200.00	\$0.00
Ones - \$2000.00	\$0.00
Fives - \$1000.00	\$0.00
Tens - \$1000.00	\$0.00
Tills Cash - \$4165.00	\$0.00
Tills Food Stamps - \$85.0	\$0.00
Miscellaneous	\$0.00
Misc Checks	\$0.00
Bad Checks	\$0.00
Total Safe - \$15000.00	\$0.00
Total	\$0.00

Tender Name	Starting		Pickups	Loans	Reconcile	Deposits	Ending
	Safe	Adjustments					Safe
Cash	\$298,367.61	\$0.00	\$0.00	\$2,995.00	\$10,839.17	\$7,854.57	\$298,357.21
Check	(\$409,871.14)	\$0.00	\$0.00	\$0.00	\$5,305.29	\$5,305.29	(\$409,871.14)
Food Stamps	(\$14,056.16)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$14,056.16)
Total:	(\$125,559.69)	\$0.00	\$0.00	\$2,995.00	\$16,144.46	\$13,159.86	(\$125,570.09)

Goodwin's Market

Sales Person Productivity

Start Date: 11/29/2005

End Date: 11/29/2005

Employee #	Sales	Costs	Profit	% Sales	% Profit	Items	Customers	Avg Price	Avg Order
Bob Jones									
2	\$627.87	\$219.69	408.18	39.82%	41.51%	40	5	\$15.70	\$125.57
Katy Harris									
6	(\$10.00)	-\$5.30	-4.70	-0.63%	-0.48%	-1	1	\$10.00	(\$10.00)
Linda Morris									
1	\$749.30	\$303.83	445.47	47.53%	45.30%	65	7	\$11.53	\$107.04
Sarah Parker									
5	\$144.50	\$44.80	99.70	9.17%	10.14%	15	1	\$9.63	\$144.50
Store Manager									
3	\$64.97	\$30.30	34.67	4.12%	3.53%	12	1	\$5.41	\$64.97
Total :	\$1,576.64	\$593.32	983.32						

Goodwin's Market

Sections

Section Name	Dept	Modified Date	Modified By	Food Stamps	Discount A	Discount B	Unit of Measure	Effective Schedule	A	B	C	D
101 Club Packs	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-1	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
102 Dietetic Foods	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
103 Canned Fruits	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
104 Fruit Juices	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
105 Canned Vegetables	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106 Condiments	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
107 Spaghetti Sauce	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
108 Pickles	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
109 Mayo/mustard	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
110 Salad Dressings	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111 Cooking Oils	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
112 Canned Fish	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
113 Canned Meats	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
114 Mexican Specialties	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
115 Oriental Noodles	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
116 Disposable Diapers	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
117 Baby Food & Formula	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
118 Soups	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
119 Canned & Powdered Milk	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
120 Pet Food	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
121 Packaged Beans & Rice	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
122 Popcorn	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123 Packaged Dinners	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
124 Dried Pasta	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
125 Cereal	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
126 Snack Bars & Fruit Rolls	1	10/16/00	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Goodwin's Market

Stock On Hand

Stock On Hand Threshold: 20

Section	UPC	Description	Stock On Hand	Cost	Extended Cost
BEVERAGE					
Fizzy Drinks	0000000001001	Cherry Cola	18.00	\$0.50	\$9.00
GROCERY					
Canned Goods	0000000000163	Canned Beans	5.00	\$1.00	\$5.00
Cereal	0000000022022	Rice Cakes	7.00	\$1.00	\$7.00
GROCERY	0000000000079	Brown Rice	8.00	\$1.59	\$12.72
GROCERY	0000000000159	Frankfurters	7.00	\$0.89	\$6.23
GROCERY	0000000000164	Tuna Helper	4.00	\$2.00	\$8.00
GROCERY	0000000000171	Hot Dog Relish	12.00	\$1.50	\$18.00
GROCERY	0000000000666	Strawberry Jam	4.00	\$1.00	\$4.00
GROCERY	0000000000777	Grape Jelly	10.00	\$5.00	\$50.00
Packaged Foods	0000000003434	Small Noodles	14.00	\$1.00	\$14.00
Packaged Foods	0000000034343	Medium Noodles	12.00	\$1.00	\$12.00
Potato Chips	0000000000876	Salt & Vinegar Chips	6.00	\$1.00	\$6.00
NON FOOD					
Books	0000000000321	Tale of Two Cities	7.00	\$2.53	\$17.71
Health and Beauty	0000000012343	Body Wash	6.00	\$2.00	\$12.00
SALAD					
Snacks	0000678678678	Peanuts	13.00	\$0.00	\$0.00
SERVICE BAKERY					
SERVICE	0000000001000	Potato Bread	5.00	\$1.00	\$5.00
SERVICE	0000000098765	12 Pack Cupcakes	18.00	\$1.00	\$18.00
STATIONARY					
Paper	0000000123401	Pen Set	17.00	\$5.00	\$85.00
WINE					
WINE	0000000087601	California Red Wine	20.00	\$2.40	\$48.00
				Total:	\$337.66

Goodwin's Market

Store Sales

Start Date: 10/31/2005

End Date: 10/31/2005

Departments	Sales	%	Open Dept Sales	Cost of Sales	Gross Margin	Items	Avg Price	Avg Order	Customers
GROCERY	\$19,766.94	63.97%	\$273.32	\$12,850.96	34%	9,293.92	\$2.13	6.72	1,383
PHOTO	\$25.65	0.08%	\$25.65	\$0.00	-%	3.00	\$8.55	3.00	1
BAKERY	\$643.20	2.08%	\$48.11	\$57.92	90%	193.00	\$3.33	1.25	154
PRODUCE	\$2,009.67	6.50%	\$144.49	\$812.93	56%	3,288.62	\$0.61	6.95	473
MEAT	\$2,968.73	9.61%	\$179.55	\$1,527.59	45%	13,673.29	\$0.22	39.52	346
WINE / LIQUOR	\$1,351.28	4.37%	\$10.00	\$926.04	31%	163.00	\$8.29	1.30	125
GENERAL MERCHANDISE	\$1,979.80	6.41%	\$117.04	\$1,147.49	38%	584.00	\$3.39	1.80	325
DELI	\$1,352.15	4.38%	\$14.43	\$0.00	100%	354.94	\$3.81	1.70	209
GIFTS	\$801.24	2.59%	\$792.33	\$0.00	100%	380.00	\$2.11	2.41	158
Total Sales:	\$30,898.66	100.00%	\$1,604.92	\$17,322.93		27,933.77	\$1.11	17.39	1.606
Tax A:	\$807.65								
Tax B:	\$0.00								
Tax C:	\$0.00								
Tax D:	\$0.00								
Total Tax:	\$807.65								
Total:	\$31,706.31								

Goodwin's Market

Store Sales

Start Date: 10/31/2005

End Date: 10/31/2005

Sections	Sales	%	Open Section Sales	Cost of Sales	Gross Margin	Items	Avg Price	Avg Order	Customers
Club Packs	\$118.80	0.42%				20.00	\$5.94	1.11	18
Dietetic Foods	\$26.12	0.09%				8.00	\$3.27	2.00	4
Canned Fruits	\$75.82	0.27%				58.00	\$1.31	1.93	30
Fruit Juices	\$350.45	1.24%				184.00	\$1.90	2.16	85
Canned Vegetables	\$186.65	0.66%				161.00	\$1.16	2.12	76
Condiments	\$240.65	0.85%				151.00	\$1.59	1.57	96
Spaghetti Sauce	\$64.00	0.23%				50.00	\$1.28	1.92	26
Pickles	\$15.43	0.05%				7.00	\$2.20	1.40	5
Mayo/mustard	\$56.44	0.20%				26.00	\$2.17	1.08	24
Salad Dressings	\$77.77	0.28%				33.00	\$2.36	1.14	29
Cooking Oils	\$68.49	0.24%				21.00	\$3.26	1.17	18
Canned Fish	\$80.93	0.29%				51.00	\$1.59	2.32	22
Canned Meats	\$115.92	0.41%				54.00	\$2.15	1.74	31
Mexican Specialties	\$207.38	0.73%				128.00	\$1.62	1.58	81
Oriental Noodles	\$44.81	0.16%				126.00	\$0.36	4.20	30
Disposable Diapers	\$112.19	0.40%				11.00	\$10.20	1.22	9

Goodwin's Market

Store Sales Tax Detail

□

Start Date: 10/31/2005 End Date: 10/31/2005

Tax ID	Description	Taxable Sales	Taxes	Sales	Tax Exempt Amount	FSTax Exempt Amount
BAKERY - 3						
1	TAX 7.75%	\$5.65	\$0.44			
			\$0.44	\$643.20		
DELI - 8						
1	TAX 7.75%	\$808.88	\$62.61			
			\$62.61	\$1,352.15		
GENERAL MERCHANDISE - 7						
1	TAX 7.75%	\$1,945.83	\$150.61			
			\$150.61	\$1,979.80		
GIFTS - 10						
1	TAX 7.75%	\$792.33	\$61.33			
			\$61.33	\$801.24		
GROCERY - 1						
1	TAX 7.75%	\$5,411.30	\$418.83			
			\$418.83	\$19,766.94		
PHOTO - 2						
1	TAX 7.75%	\$25.65	\$1.99			
			\$1.99	\$25.65		
PRODUCE - 4						
1	TAX 7.75%	\$81.40	\$6.30			
			\$6.30	\$2,009.67		
WINE / LIQUOR - 6						
1	TAX 7.75%	\$1,351.28	\$104.59			
			\$104.59	\$1,351.28		
Total			\$806.69	\$30,898.66	\$0.31	\$0.31

Goodwin's Market

Tenders

Tender #	Tender Code	Tender Name	Tender Type	Depositable	Require ID	Require Active	Currency ID	Currency Description	Refund OK	Require MGR Override
1	CA	Cash	CA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Dollars	<input type="checkbox"/>	<input type="checkbox"/>
2	CK	Check	CK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Dollars	<input type="checkbox"/>	<input type="checkbox"/>
3	CC	Credit Card	CA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Dollars	<input type="checkbox"/>	<input type="checkbox"/>
4	DC	Debit Card	CA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Dollars	<input type="checkbox"/>	<input type="checkbox"/>
5	FS	Food Stamps	CA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Dollars	<input type="checkbox"/>	<input type="checkbox"/>
6	CP	Coupons	CA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Dollars	<input type="checkbox"/>	<input type="checkbox"/>
7	MI	In Store Charges	CH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Dollars	<input type="checkbox"/>	<input type="checkbox"/>
8	SN	Store Coupons	CA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Dollars	<input type="checkbox"/>	<input type="checkbox"/>
9	EF	Elec Foodstamps	CA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Dollars	<input type="checkbox"/>	<input type="checkbox"/>
10	EC	Elec Cash	CA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Dollars	<input type="checkbox"/>	<input type="checkbox"/>
11	GC	Gift Certificates	CA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	Dollars	<input type="checkbox"/>	<input type="checkbox"/>

Goodwin's Market

Till Statistics

Start Date: 11/1/2005

End Date: 11/1/2005

Name	Sales	Average Order	Customers	Items	% Scanned	Rings / Minute	Refunds	Coupon	Coupon Count	Voids	Over / Shorts
Generic, Employee	\$0.22	\$0.11	2	2.00	0.00%	1.73	\$0.00	\$0.00	0	\$0.00	(\$245.22)
Martin, Cindy	\$443.08	\$26.06	17	177.00	94.35%	11.28	\$2.99	\$0.00	0	\$0.00	(\$688.08)
Supervisor1	\$5,786.25	\$22.00	263	2,391.00	94.19%	13.36	\$8.46	\$9.79	6	\$63.53	(\$6,731.25)
Dept, Deli	\$315.77	\$5.26	60	110.00	87.27%	14.07	\$0.00	\$0.00	0	\$4.69	(\$560.77)
Dept, Bakery	\$42.20	\$2.34	18	29.00	96.55%	21.38	\$0.00	\$0.00	0	\$0.79	(\$287.20)
Johnson, Catherine	\$1,496.43	\$16.27	92	654.00	93.88%	12.02	\$0.00	\$2.00	2	\$0.00	(\$1,941.43)
Norton, Kim	\$3,357.87	\$23.32	144	1,300.00	90.08%	13.85	\$1.20	\$3.35	4	\$17.24	(\$3,802.87)
Hall, Laura	\$990.27	\$21.07	47	409.00	90.22%	12.47	\$1.00	\$1.00	1	\$0.00	(\$1,435.27)
Roberts, Marianne	\$2,414.44	\$24.64	98	978.00	93.05%	12.34	\$0.00	\$7.00	10	\$2.69	(\$2,659.44)
Aguila, Lupe	\$1,868.40	\$21.23	88	650.00	93.69%	12.85	\$0.00	\$1.00	1	\$9.44	(\$2,113.40)
Frances, Ashley	\$1,856.49	\$19.34	96	763.00	95.81%	15.06	\$0.00	\$0.30	1	\$38.84	(\$2,451.49)
	\$18,571.42	\$20.08	925	7.463.00		12.76	\$13.65	\$24.44	25	\$137.22	(\$22,916.42)

Goodwin's Market

Till Status

Start Date: 11/29/2005

End Date: 11/29/2005

Employee Name	Tender Name	Count	Actual Amount	System Amount	Balance
Linda Harrison					
	Cash	4	\$1,008.99	\$1,010.56	(\$1.57)
	Credit Card	2	\$271.46	\$271.46	\$0.00
	Check	9	\$746.00	\$746.00	\$0.00
	Coupons	4	\$17.98	\$17.98	\$0.00
	Debit Card	2	\$181.24	\$181.24	\$0.00
	Elec Foodstamps	4	\$299.15	\$299.15	\$0.00
	Food Stamps	1	\$191.28	\$191.28	\$0.00
	InStore Charges	3	\$474.14	\$474.14	\$0.00
	Store Coupons	6	\$18.70	\$18.70	\$0.00
			<u>\$3,208.94</u>	<u>\$3,210.51</u>	<u>(\$1.57)</u>

Goodwin's Market

Transactions by Reason

Start Date: 10/31/2005 End Date: 10/31/2005

Sorted by: Cashier Name

Cashier Number and Name	Reason	Transaction Key	Trans		Amount	Manager
			Num	UPC		
42 Deli ,	No Divider between orders	Void	24	0000000000803	(\$0.89)	0
	No Divider between orders	Void	50	0000000000064	(\$0.24)	0
	Employee error	Void	50	0001200000013	(\$2.39)	0
	Employee error	Void	50	0000000000055	(\$0.89)	0
	Employee error	Void	50	0000000000062	(\$0.04)	0
216 Brent Parker	Credit Card Decline	Cancel Transaction	30			178
	Customer Return-Explain	Refund	237	0004138005900	(\$2.07)	0
	Customer Return-Explain	Refund	165		(\$2.59)	178
	Shelf Price Discrepancy	Void	152	0003800007648	(\$4.99)	178
	Shelf Price Discrepancy	Void	152	0003800007648	(\$4.99)	178
	Customer did not have enough	Void	223	0003600028112	(\$1.99)	0
	Customer did not have enough	Void	4	0005050000400	(\$1.79)	0
	Employee error	Void	108		(\$0.99)	0
	Employee error	Void	250	0000000000008	(\$1.59)	0
219 Vicki Parks	Customer Return-Explain	Refund	88		(\$9.95)	178
	Customer did not have enough	Void	203	0004138033957	(\$4.99)	128
	Customer did not have enough	Void	84	0004000015128	(\$3.29)	128
	Customer did not have enough	Void	104	0004000015178	(\$3.19)	178
	Employee error	Void	145	0007774520716	(\$3.19)	178
	Employee error	Void	2	0000000001105	(\$60.98)	128
	Employee error	Void	13	0000000000020	(\$0.48)	0
	Employee error	Void	218	0060577623462	(\$1.79)	0
	Employee error	Void	223	0008399371750	(\$1.79)	0
	Employee error	Void	192	0004138085001	(\$3.79)	128
	Employee error	Void	192		(\$21.78)	128
	Employee error	Void	195	0000000000046	(\$2.59)	128
	Credit Card Decline	Cancel Transaction	11			190
43 Bakery Dept	No Divider between orders	Void	12		(\$0.79)	0
	Credit Card Decline	Cancel Transaction	14			128
220 Ashley Francis	No Divider between orders	Void	82	0007684040021	(\$3.79)	128
	Employee error	Void	31	0007314001435	(\$1.99)	0
	Employee error	Void	69	0028085600000	(\$6.01)	128
	Credit Card Decline	Cancel Transaction	50			178
172 Laura Hallston	Customer Return-Explain	Refund	84	0001150900263	(\$8.29)	128

Goodwin's Market

Vendors Report - Total Store

ID	Name	Phone #	Address 1	Address 2	City	State	Zip Code	Discount
DSD Vendors								
117	AMSCAN	800-444-8887	P.O. BOX 71603		CHICAGO	IL	60694-1603	0.00%
119	ALPINE WEST	800-366-6113	445 CONEY ISLAND DR.		SPARKS	NV	89431	0.00%
120	OBR FOO - OBRIEN	805-642-5263	1932 EASTMAN AVE. #112		VENTURA	CA	93003	0.00%
161	NATURE'S BLESSINGS	805-646-3225	P.O. BOX 395		OJAI	CA	93024	0.00%
235	QUPE VINEYARD	805-937-9801	PO BOX 440		LOS OLIVOS	CA	93441	0.00%
300	DPI WEST	909-975-1019	601 ROCKEFELLER AVENUE	DPI WEST, FILE	ONTARIO	CA	91761	0.00%
330	GBL DISTRIBUTING	805-964-2571	PO BOX 6130		SANTA BARBARA	CA	93160-6130	0.00%
349	HAPPY DOG ALL	831-726-7198	2935 REA COURT		AROMAS	CA	95004	0.00%
360	HOSTESS	323-753-3521	FILE 55263		LOS ANGELES	CA	90074	0.00%
6005	BACCALA	760-564-6146	79-725 MANDARINA		LA QUINTA	CA	92253	0.00%
6036	PRINCESS OF YUM	805-466-3655	PO BOX 1202		SAN LUIS	CA	93406	0.00%
6052	KASILOF FISH CO.	800-322-7552	3912 134TH ST. NE		MARYSVILLE	WA	98271	0.00%
6073	PICNIC AT ASCOT, INC	310-676-9266	3237 131st STREET		HAWTHORNE	CA	90250	0.00%
6115	BO DEREK'S BLESS THE	805-688-4243	P.O. BOX 1940		SANTA YNEZ	CA	93460	0.00%
6116	AMBERLAND FOODS, INC.	701-324-4804	P.O.BOX 185		HARVEY	ND	58341	0.00%
6117	LA PICCOLINA	404-296-1624	2834 FRANKLIN ST.		AVONDALE	GA	30002	0.00%
6118	EMPIRE INTERNATIONAL	909-392-1396	294 WEST BONITA AVE.		POMONA	CA	91767	0.00%
6123	ZYLISS USA CORP.	949-699-1884	19751 DESCARTES		FOOTHILL	CA	92610-2620	0.00%
6124	G&G FOODS	805-898-3819	2403 DE LA VINA #8		SANTA BARBARA	CA	93105	0.00%
6125	MJL GOURMET	310-663-7167	176-B SLOAT AVE.		PACIFIC GROVE	CA	93950	0.00%
6128	TOO GOOD GOURMET,	510-985-0400	3862 PIEDMONT AVE.		OAKLAND	CA	94611	0.00%
6129	MARICH	800-624-7055	PO BOX 1477		HOLLISTER	CA	95024-1477	0.00%
6130	GRACE GOURMET, INC	415-642-7008	715 CESAR CHAVEZ ST		SAN FRANCISCO	CA	94124	0.00%
6139	JILLSON & ROBERTS	800-233-0070	3300 WEST CASTOR ST		SANTA ANA	CA	92704-3908	0.00%
6140	RECYCLED PAPER	800-777-9494	PO BOX 95337		CHICAGO	IL	60694-5337	0.00%
6141	IVETA GOURMET	831-423-5149	PO BOX 376		SANTA CRUZ	CA	95061	0.00%
6142	LIZARD LIPS	310-305-4047	4712 ADMIRALITY WAY #113		MARINA DEL REY	CA	90292	0.00%
6143	PASTA PARTNERS	801-977-9077	P.O. BOX 271097		SALT LAKE CITY	UT	84127	0.00%
6145	TURTLE ISLAND, INC.	815-759-9000	1910 BAY ROAD		MC HENRY	IL	60050	0.00%
6146	KYSELA IMPORTS, INC.	805-278-9332	701 DEL NORTE BLVD.		OXNARD	CA	93030	0.00%
6150	SIMPLY SCRUMPTIOUS	714-505-3955	PO BOX 50141		IRVINE	CA	92619	0.00%

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